**Visa Reimbursement Application Form**

Employees joining the College, and existing employees who need to extend a visa following an extension to their contract of employment **after March 2021**, may be eligible for reimbursement for some of the cost of their visa fees. Please note, employees may only be reimbursed for visa fees pertaining to themselves and not family members. Please refer to the *UK Visa Immigration Fees Policy* for more information on eligibility and support with loans if necessary. Reimbursement of visa fees are processed through the payroll: applications for Visas from within the UK are taxable and as such will be treated as earnings.

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee/Payroll No.** |  | **RVC Start Date** |  |
| **Job Title** |  |
| **Department** |  |
| **Line Manager Name** |  | **Head of Department** |  |

**Visa & Claim Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Visa**  | [ ]  New [ ]  Extension  | **Visa Start / Finish Dates** | From:To: | **Visa length in years** | \_\_\_\_\_ Years |

|  |  |  |  |
| --- | --- | --- | --- |
| **Country of Origin** |  | **Contract** | [ ]  Permanent [ ]  Fixed Term |
| **Visa Type** | [ ]  Skilled Worker (SW) [ ]  Transfer to SW [ ]  Other, please specify below |
| **Other – please specify** |  |
| **Please provide details of your claim\*:**  |
| **Visa Application Cost** | [ ]  Application From outside the UK OR[ ]  Application from within UK  | **£** |
| **Please attach a copy of your Visa Receipt to this application** | [ ]  **Yes, attached** |

**Conditions for Reimbursement**

The College will reimburse employees for visa costs on the basis that they will serve the duration of their contract. In the event that you leave the College before serving the required period specified in the Visa Reimbursement Policy according to your contract length and type, you agree the to repay all or a proportion of the visa fees they were originally reimbursed by the College.

Deductions for any outstanding monies will be made via the payroll or other payments due from the RVC, including expenses. Any surplus outstanding will be required to be repaid to the College before leaving. Failure to repay monies owed will result in interest being charged at commercial rates on the debt outstanding and will be recoverable through the courts for non-payment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** |  | Date |  |

Please forward this signed form to your Head of Department

|  |  |  |  |
| --- | --- | --- | --- |
| Head of Department Authorisation |  | Date |  |

|  |
| --- |
| Cost code(s) to be charged as entered by HoD. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |  | **%** | **RVP** |  | **2** |  | **%** | **RVP** |  |

**Please send the completed and signed form to payrollteam@rvc.ac.uk**

**Office Use Only:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Payroll check |  | UK basedTaxable | [ ]   | OverseasNon taxable | [ ]   | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Payroll Actioned + Initials: |  | Date Payroll Checked + Initials |  |