

Immigration Support Scheme

Reimbursement of Immigration Costs (including visas and Health Surcharge (IHS) but excluding Indefinite Leave to Remain)

This Payment will be subject to tax and NI

(only in the very particular circumstances of the costs being incurred as part of your relocation from overseas in order to take up employment with the University, can it be considered for a non-taxable payment)

Name of employee	
Payroll number	
Job title	
Department	
Contract start and expected end dates	
Title of visa (e.g. Skilled Worker visa etc.)	

Dependants of the employee subject to immigration costs

Please provide the names and relationship to the applicant of all those in addition to the employee for whom immigration costs have been paid.

Full name	Relationship to applicant

Total costs claimed

Please provide details of the costs being claimed (receipts must be attached)

Type of Expense	Other currency	£
Total cost (in £)		
Total to be reimbursed (but see * below)		

*Please note that reimbursement will be capped (if needed), such that the cost to the University does not exceed £5,000. Reimbursement from an external body where the funder has agreed to pay a higher sum (coded to an "R" or "G" code) will not be subject to the cap of £5,000. If your costs exceed the maximum, you may be eligible to apply for an IHS loan towards the excess – please see details of the scheme and Form PR9 on the [payroll webpages](#).

Please complete the boxes below (this information is required to determine the tax status of your application). Please note, whilst the University is providing assistance towards meeting the costs of your immigration charges, since these costs are generally taxable the amount you receive will be less than the costs incurred.

I applied for the visa and the IHS whilst I was inside the UK
 Yes (please go to the section employee declaration)
or
 I applied for the visa and the IHS whilst I was outside the UK and the costs were incurred because I have relocated from overseas in order to take up employment with the University of Warwick. I have moved from to

Yes (please answer A, B and C below)

A) I was **not** resident in the UK in either of the two tax years which ended before the tax year in which I came to the UK Yes
or
 I was resident in the UK in either of the two tax years which ended before the tax year in which I came to the UK Yes

B) I was **not** in the UK for any reason in the two years immediately before my arrival in the UK Yes
or
 I was in the UK at some time in the two years immediately before my arrival in the UK for this job Yes

C) I am also claiming *relocation costs totalling £.....
 *please claim on relocation forms R1 and R2

The tax treatment of visa reimbursement may change to take account of revised tax guidance.

Employee declaration

I have paid the immigration costs specified above to enable me to work, or continue to work, in the UK for the University of Warwick.
 I understand that the reimbursement of these immigration costs is usually a taxable benefit and I will receive a net amount after tax and NI have been deducted, if appropriate.

Should I leave the employment of the University of Warwick before the end of the period for which I have requested an IHS reimbursement or within 12 months of any other immigration reimbursement, I agree to repay a proportion of the expenses received on a pro-rata basis either by deduction from salary or such other methods as may be agreed by the Head of Payroll.

Signature of Applicant		Date	
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Please insert personal signature or use stamp function; we are unable to accept a typed name.

Please now send this form and receipts to your Head of Department

Department Approval

I authorise the reimbursement of the immigration costs to the above named employee for the value specified.

Please tick if applicable:

Reimbursement is from an external body where the funder has agreed to pay a higher sum and is therefore not subject to the cap of £5,000 (coded to an "R" or "G" code).

Head of Department's Name*			
Head of Department's Signature*			
Cost Code		Date	

*or other officer with delegated authority to sign on behalf of the Head of Department.

Please email the completed form plus receipts to the HR Immigration Team at HR.immigration@warwick.ac.uk

HR Approval and Processing

HR Immigration Team (Name):			Date	
Payroll Team (Name):			Date	
FOR PAYROLL USE:				
Total Non-taxable ISS	£			
Payroll Element	Visa Fees	9F25	£	
	IHS Surcharge	9F24	£	
Total taxable ISS	£			
Payroll Element	Visa Fees	2008	£	
	IHS Surcharge	2007	£	