UCL Guidance Notes on the Payment and Reimbursement of Tier 1 and Tier 2 visas

1. Purpose

1.1 This note provides guidance on the payment and reimbursement of Tier 1 and Tier 2 visas for staff working, and individuals applying to work, for UCL.

2. Guidance

2.1 All payments will be reimbursed at the postal application rate (as opposed to the higher ‘in person’ rate where the option exists). Staff wishing to apply using the ‘in person’ method will pay the difference between the cost of postal and in person applications.

2.2 Leave to Enter

Tier 2
- UCL Human Resources (HR) will pay the Tier 2 Certificate of Sponsorship (CoS) at the point of application.
- UCL HR will reimburse the visa costs of in country applicants.
- Out of country applicants will pay their own visa costs.
- Staff will pay the visa costs for any of their dependents.

Tier 1
- UCL will reimburse the cost of Tier 1 applications and visa costs where they are linked to a specific role at UCL. Reimbursement will be met by the relevant Faculty/department and will be subject to repayment on a sliding scale by the staff member should they leave UCL within 3 years of payment (see para. 4).

2.3 Further Leave to Remain (FLR)

Tier 2
- UCL HR will pay the costs of Tier 2 Certificate of Sponsorship extensions at the point of application.
- UCL HR will reimburse the cost of the visa extension.
- Staff will pay the visa costs for any of their dependents who require an extension to their visa.

Tier 1
• UCL will reimburse the cost of Tier 1 extensions and visa costs where they continue to be linked to a specific role at UCL. Any such payment will be met by the relevant Faculty/department and will be subject to repayment on a sliding scale by the staff member should they leave UCL within 3 years of payment.

2.4 The costs of EEA (Qualified Person), Indefinite Leave to Remain (ILR), Naturalisation applications and other costs relating to immigration for UCL staff and their dependents are not covered by UCL.

3. Procedure

3.1 Reimbursements relating to Tier 2 or Tier 1 visa applications will be made on the receipt of a visa reimbursement claim being submitted to HR-Services@ucl.ac.uk. Reimbursements are a taxable benefit and will be made through the payroll. Reimbursements will be grossed-up, so the employee receives the full amount after tax.

3.2 Any in country visa fees exceptionally reimbursed by Faculties / Departments (including where externally funded) must be requested via HR-Services@ucl.ac.uk. Reimbursements are a taxable benefit and will be made through the payroll. Exceptional reimbursements will not be grossed-up. In accordance with the UCL Expenses Policy, these payments must have prior approval from the Dean / PS Director, Faculty Manager or School/Professional Services Finance Director.

3.3 Any out of country visa fees exceptionally reimbursed by Faculties / Departments will be paid as an expense through iExpenses as they are not considered to be a benefit in kind by HMRC. In accordance with the UCL Expenses Policy, these payments must have prior approval from the Dean / PS Director, Faculty Manager or School/Professional Services Finance Director.

4. Repayment of visa costs upon leaving UCL

4.1 Staff members who receive reimbursement for a Tier 1 application, or other exceptional reimbursement, who leave within 3 years of the payment being made will be expected to repay the costs based on the sliding scale in the table below.

<table>
<thead>
<tr>
<th>Time since payment being made</th>
<th>12 months or less</th>
<th>12 – 24 months</th>
<th>24 – 36 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repayment amount</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
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