

Application for Maintenance Loan

APPLICANT INFORMATION (to be completed by the employee)

Full name (and title):			
Home address:			
Email address:			
School / Faculty / Prof Services:			
Staff number or job reference:			
Size of the loan applied for up to:	£		
Applicant: £1,270			
Partner: £285			
1 st child: £315			
For each additional child: £200			
Loan limit subject to change to match current Gov requirements: https://www.gov.uk/skilled-worker-visa/how-much-it-costs https://www.gov.uk/skilled-worker-visa/your-partner-and-children			
Preferred repayment duration (up to 12 months)			
Declaration: I, the undersigned accept the terms and conditions for this loan, as stated in the guidelines			
Signed:		Date:	

FINANCIAL APPROVAL (to be completed by Finance department)

Name			
Sub-Project code:			
Details of any funding restrictions:			
Amount to be deducted from salary each month	£		
Number of months over which repayment shall be made			
Signature:		Date:	

LINE MANAGER APPROVAL

Name:			
Signature:		Date:	

RETURN TO:

Recruitment Administration Officer	Email: Recruitment@soton.ac.uk
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PAYROLL SERVICES (to be completed by Payroll Services)

Total cost of interest free loan	£		
Amount of each monthly deduction from salary	£		
Signature		Date	

Document version control

Policy/governance	UKVI legislation: Maintenance of Sponsored workers – Loan Application Form		
Reference	Sharepoint/HR Operations Process and Instructions / Right to Work and Visas / Tier 2 & Skilled Worker Route / HR Guidelines / Guidelines on HR Website		
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Document History		
Version	Date	Change
1.0	18 December 2020	First draft