

British Citizenship Application Loan Scheme

1. Introduction

The aim of this scheme is to support international OU staff who are considering their citizenship options. The existence of the scheme does not confer any general rights to salary loans or advances.

2. Rules

Interest free loans will be granted to staff for the payment of fees associated with a citizenship application under the following conditions:

- Loans are normally only given to staff members who have completed their probationary period and for the purposes of their own application for citizenship.
- Loans must be requested by completing the appropriate form.
- **Loans will be given as an advance of salary in the form of a cheque payable to The Home Office.**
- **Loans in respect of the citizenship application fee will not exceed £2,000** and the total amount of any loans from the University (i.e. including any loan approved under the Rail and Bus Season Ticket Loan Scheme) will not exceed £5,000.
- Loans will only be granted in respect of the employee's application (i.e. the scheme does not extend to applications made by/on behalf of family members).
- The Group Finance Director or nominee is responsible for approving loan requests and, after discussion with the Group HR Director, has discretion to refuse any such requests as appropriate.
- The scheme was introduced on 1st October 2016 and will be reviewed annually, to decide if it should continue for a further specified period, or be withdrawn at the University's' discretion.
- The University can withdraw from this agreement following three months' written notice to all relevant members of staff.

3. Conditions

The employee must comply with the following conditions:

- Authorise the University to deduct up to a maximum of 12 equal monthly instalments from salary.
- Allow the University to deduct any money outstanding from any salary on leaving.
- Repay any outstanding amount within 14 days of leaving the University's service.

4. Useful References

British Citizenship Application Loan form (HRF140, see HR Intranet)
www.gov.uk