

## **RELOCATION AND VISA SUPPORT POLICY**

### **1.0 Purpose**

The University of Bolton aims to recruit the most talented individuals in key posts in

## **Relocation Support**

- i) Professorial or Senior Manager (Grade 10)

The University will provide a relocation allowance of up to

The Relocation Allowance may not be used for any expenses which do not qualify for tax and NIC liability exemption, in accordance with HMRC guidance, including:

- mortgage or housing subsidies if the employee moves to an area of higher housing cost
- interest payments for the mortgage on the employee's existing home
- re-direction of mail
- Council Tax bills
- purchase of new school uniforms for employee's children
- compensation for losses such as:
  - having to give up a part-used travel season ticket
  - cost of joining a new sports or social club
  - penalty for giving insufficient notice of a child's withdrawal from school

Should employees have any questions regarding this Policy they should speak with a member of the HR team. Further information on HMRC guidance can be found at:

<http://www.hmrc.gov.uk/guidance/relocation.htm>

#### **4.0 Visa Support**

In order to assist staff with the financial burden related to securing a visa to work in the UK, the University has introduced two schemes to assist new and existing international staff with spreading visa costs.

- i) Interest free loan scheme

Staff can apply for an interest free loan to cover the costs incurred in order to take up employment or to remain in employment at the University. The loan

## **5.0 Repayment of Allowance**