



NUFFIELD DEPARTMENT OF **PRIMARY CARE** HEALTH SCIENCES

Reimbursement of recruitment related staff costs (Visas / Immigration Health Surcharge / Relocation costs)

Intent

To ensure that reimbursement of recruitment related expenses is managed appropriately and in a transparent and equitable manner across the department.

Scope

This policy applies to all staff in the Department: academic, research, teaching, professional and support roles. It applies to both part time and full-time staff. It does not apply to contractors, consultants, visitors, or those on honorary contracts.

Underlying Principles

Visa and other fees should be paid for out of grant funding where allowed and the department encourages costs such as visa and immigration health surcharge fees to be considered and included in grant costings where permitted by the funder.

The University offers an interest free loan facility to assist current or prospective employees and their dependants with payment of UK visa fees, Immigration Health Surcharge (IHS) costs, fees for Indefinite Leave to Remain (ILR) applications, and/or fees for British citizenship applications. This loan is subject to Departmental approval but individuals are encouraged to discuss this with the HR team in the first instance.

Reimbursement of visa related expenses and Immigration Health Surcharge (IHS) costs for staff joining the Department

In line with [University guidance](#), international staff will be reimbursed for their Skilled Worker or Global Talent visa fee and associated NHS Surcharge costs. The costs of any premium appointment fees will also be reimbursed if agreed necessary.

This applies to international staff who are new to the University, or existing international staff joining the Department.

The reimbursement of the NHS surcharge will not exceed the length of employment contract.

Costs will be reimbursed via the standard expenses process, following commencement of the post.

Wherever possible these costs should be charged to external funding but when not available the department will cover these costs.

Please note that reimbursement of the visa fee and NHS surcharge cost is regarded as a taxable benefit unless it is a new employee applying for their visa outside the UK. Where a tax liability is created these costs will also be reimbursed.

Reimbursement of visa related expenses and Immigration Health Surcharge (IHS) costs for existing staff within the Department

Where existing staff are offered a contract extension for their current role the Department is currently able to offer the reimbursement of Skilled Worker and Global Talent visa costs along with the costs of essential premium appointment fees, where needed in order to ensure that the employee's work-related travel plans are not interrupted. All reimbursements to existing Department staff will be regarded as a taxable benefit and this component will also be reimbursed.

Unless there is specific research funding available NHS surcharges associated with these extensions will not be covered by the Department.

For existing staff commencing a new role the department will also additionally cover the cost of NHS surcharges. As above these will be regarded as a taxable benefit and this component will also be reimbursed. Regrading of a role and changes of funding/projects are not classed as commencing a new role. In cases where the change of role is not clearly defined as an extension or new role the Head of Administration will decide on what fees can be reimbursed.

As with new starters, all visa and other fees should always be paid for out of grant funding where allowed (with visa costs to be covered before NHS surcharges if funds are limited) and we would strongly encourage these to be considered and included in grant costings when permitted by the funder.

The department will NOT reimburse the costs for Tier 5 visas, Indefinite Leave to Remain visas, , applications for British citizenship and any dependant related visa costs.

Reimbursement of Relocation costs

Reimbursement of relocation costs is only permitted if the availability of this offer is included in the original advert for a post and approved documentation is in place detailing the value and scope of the relocation package available.

Subject to these conditions reimbursement of relocation costs then needs to be made either from external funding or other funds available within the group to which the employee belongs.

Policy approved by People and EDI Committee 12 May 2026. Next review by May 2027.