University of St Andrews | FOUNDED 1413

Human Resources

**EEA Immigration financial support policy**

The University of St Andrews recognises the advantages that EEA migrants bring to the organisation and is committed to assisting, wherever possible, with the cost of Permanent Residence or an EEA registration certificate.

Following the EU referendum on 23 June 2016 and the UK's forthcoming departure from the EU, the University will reimburse the application fee for the employee and their EEA dependants for either of the following -

- EEA registration certificate – for EEA nationals who have lived in the UK for less than 5 years
- Permanent residence document – for EEA nationals who have lived in the UK for 5 years or more

(Hereinafter referred to as "EEA immigration document")

This policy sets out the University's approach to the reimbursement of EEA immigration documentation.

Reimbursement of the cost is managed by Human Resources and will be reimbursed to the employee upon production of the EEA immigration document issued by the UKVI to HR, valid proof of payment and completion of the staff expenses claim form.

Reimbursement is provided in line with the following provisions

- The reimbursement only applies to EEA nationals who are salaried employees, regardless of contractual status or grade. The EEA national must have a contract of employment with the University at the time of their application.
- Students, Casual employees, Honorary employees, Visiting Scholars and Banks workers are not eligible for reimbursement under the provisions this policy.
- The reimbursement only applies to EEA nationals who submitted their application for an EEA immigration document to the UKVI after 23 June 2016.
- The University **will not** reimburse the cost of citizenship for EEA employees.
- The reimbursement only applies to an EEA national who, at the time of their application, is an employee or is the dependant of an EEA national currently employed by the University.
- There is no claw-back provision applicable to the reimbursement of the costs associated with an EEA immigration document.

If payment of the UKVI fees will result in financial difficulty, an employee should discuss this with Human Resources prior to submitting their application.

Human Resources will not reimburse any additional costs incurred by the employee and their dependant(s) in obtaining an EEA immigration document including but not limited to postage fees or European Passport Return Service costs. Any exceptions to this must be expressly agreed with the Office of the Principal or Director of Human Resources prior to submitting the application.

**External Legal advice**

The University has made arrangement with Anderson Strathern (https://andersonstrathern.co.uk/) to provide subsidised expert legal advice to employees on a case-by-case basis. This will be delivered by a partner from Anderson Strathern at a reduced hourly rate payable by the employee. Please contact Human Resources if you want to utilise this support.

Colleagues are of course free to seek their own independent legal advice.

The University will not reimburse any costs incurred by the employee who wishes to use the services of a third party, including but not limited to an immigration lawyer, a registered immigration advisor or any UK immigration advisory service.

Any exceptions to the provisions of this policy must be expressly agreed with the Office of the Principal or Director of Human Resources prior to submitting an application.

If you have any queries regarding this policy, please contact Cameron Little in Human Resources on 01334 462497 or e-mail cl81@st-andrews.ac.uk.

**This policy will be regularly reviewed and will continue to apply until the University makes a decision to remove the support depending on future government negotiations or decisions associated with Brexit.**

Human Resources
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