**Application Form: Interest Free Loans**

**Personal Information**

|  |  |
| --- | --- |
| **Personal ref number:** | Click here to enter text. |
| **Forename** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **Department** | Click here to enter text. |

**Current Status**

|  |  |  |
| --- | --- | --- |
| **Tier 2 New employee Non EEA**  |[ ]  **EEA employee seeking Indefinite Leave to Remain** |[ ]  **EEA employee seeking naturalisation/settlement** |[ ]
| **Tier 2 Current employee seeking extension of current VISA** |[ ]  **Other:** |[ ]  **Please specify details of other:**Click here to enter text. |

**Details of Application**

|  |  |
| --- | --- |
| **Family** | **Number of applications** |
| **Self** | Click here to enter text. |
| **Partner** | Click here to enter text. |
| **Children/Qualifying dependants** | Click here to enter text. |

**Quotation Information/Costs for Proposed Application (Please attach to application)**

|  |  |  |
| --- | --- | --- |
| **Professional Support type** | **Date of Quote (if applicable)** | **Value** |
| Click here to enter text. | Click here to enter text. | **£**Click here to enter text. |
| Click here to enter text. | Click here to enter text. | **£**Click here to enter text. |
| Click here to enter text. | Click here to enter text. | **£**Click here to enter text. |
| Click here to enter text. | Click here to enter text. | **£**Click here to enter text. |

**Quotation date to be within 2 months of loan application.**

***I understand that I am applying for an advance of salary that will be recovered monthly from my net salary over a period of 20 months. I also note that in the event of my leaving employment the remaining balance will be deducted in full from my next available salary or until the balance is cleared. I confirm the information provided on this form is accurate and I have considered the financial impacts of paying this loan back on a monthly basis.***

**Loan Request**

|  |
| --- |
| **Value** |
|  **£**Click here to enter text. |

**Please note loan value cannot exceed £10,000. Amounts, if approved, will be paid to your account details held on file unless notified separately.**

|  |  |  |
| --- | --- | --- |
| **Signed** | **Print** | **Date** |
|  | Click here to enter text. | Click here to enter text. |

**Loan Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Signed** | **Print Name** | **Date** |
| **Head of Department** |  | Click here to enter text. | Click here to enter text. |
| **HR Approval: Name**Click here to enter text. | **Length of contract:**Click here to enter text. | **Salary sufficient:**Click here to enter text. | **Approved:**Choose an item. |