This leaflet provides information relating to the charges for the consideration of work permit applications. These guidance notes are updated regularly, therefore, please read these notes before filling in the form. This supersedes all previously issued guidance. For the purpose of these guidance notes, the terms ‘we’, ‘us’ and ‘our’ refer to the UK Border Agency.

Please note: The arrangements in this Guidance Note will be superseded by the Points Based System (PBS) during the course of 2008/2009. Please check our website www.ukba.homeoffice.gov.uk for updates and further information.

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Introduction

1. Applications for Business and Commercial, Training and Work Experience, Sports and Entertainment, Sectors Based Scheme, Student Internships, Sponsored Researchers, Postgraduate Doctors & Dentists and General Agreement on Trade in Services (GATS) work permits are subject to a charge.

2. The purpose of these guidance notes is to provide further details of the fee level and the process which will need to be followed when making applications under these arrangements. Guidance on the criteria of each area of the work permit arrangements is available from our website www.ukba.homeoffice.gov.uk or can be requested by telephone from our distribution centre on 0117 344 1471.

How much will it cost?

3. The fee is £190. This applies to all work permit applications including extensions and change of employment applications considered under the Business and Commercial, Training and Work Experience, Sports and Entertainment, Sectors Based Scheme (SBS), Student Internships, Sponsored Researchers, Postgraduate Doctors & Dentists and GATS arrangements. Please note that as the fee charged is for each application, a group application submitted under the Sports and Entertainment category will cost £190 regardless of the number of members within the group.

Reconsideration of Decisions

4. These charges will also apply to applications to reconsider refusals when new information is supplied. Further information on reconsideration and review of applications is available within our Service Standards guidance.

Consideration Procedure

5. The fee charged is for the consideration of the application and not for the issue of a decision. In order for the UK Border Agency to be able to consider the application the valid fee, if applicable, must accompany the application form. Failure to submit a valid fee will mean that the case cannot be considered. A valid payment must be the total cost of applications submitted which are subject to a fee. If the application falls into either the deferred or the exempt category, please see paragraphs 6 and 10, then no fee need accompany that application.

State Schools in England – Deferred Payments

6. Whilst applications for teachers for State maintained schools in England are not exempt from paying a fee, it has been agreed that rather than charge them directly, the UK Border Agency will recover the fees due from the Department for Children, Schools and Families (DCSF). This arrangement has been entered into because the number of applications made by State maintained schools in England is significantly higher than in Scotland, Wales and Northern Ireland and the amount of administration involved in circulating Government money creates an un-necessary burden. It has therefore been agreed that in order to make the process easier and less bureaucratic, the DCSF will pay for the applications centrally.

7. To qualify under this category, teachers must meet the following definition provided by the DCSF and as stated in the (School Teachers’ Pay and Conditions Act 1991):

Under this provision a schoolteacher is defined as a teacher employed by:

(a) A local education authority, or
(b) A governing body of a foundation, voluntary aided or foundation special school, in the provision of primary or secondary education.

8. However, it does not include a person employed as a teacher in an establishment maintained by a local authority in the exercise of a social services function. In other words, this definition includes:

(a) Teachers employed by a local education authority to teach in a community, voluntary controlled or community special school;
(b) Teachers employed by a governing body of a foundation, voluntary aided or foundation special school, to teach in such a school; and
(c) Teachers employed by a local education authority to teach in various schools the authority maintains as a supply teacher or to teach at a pupil referral unit.
It does not include:

(a) Teachers employed by any other body, for example:
   (i) By supply agencies to teach in maintained schools;
   (ii) By independent schools;
   (iii) By further education colleges or sixth form colleges;

(b) Teachers employed by a local education authority to teach in maintained nursery schools; and

(c) Teachers employed by a local authority to teach in an establishment maintained by it in exercise of its social services functions.

Please note that the deferred payment arrangements only apply in the above circumstances, all other applications made must be accompanied by a valid fee or fall into the exempt category outlined in paragraph 10. Making an application under the wrong payment category will delay the consideration of the application.

9. State maintained schools in the rest of the UK will need to send the payment in with the application unless the application falls into the exempt category.

Exemptions

10. In accordance with our international obligations under the 1961 Council of Europe Charter or the 1996 European Social Charter (revised), prospective employers of nationals of countries who have signed and ratified the Charter are exempted from paying the fee. Therefore, employers making work permit, SBS, Student Internship, Sponsored Researchers or GATS applications to employ nationals of Albania, Andorra, Armenia, Azerbaijan, Bulgaria, Croatia, Georgia, FYR of Macedonia, Moldova, Romania, Turkey and Ukraine will be exempt.

11. Therefore, if you are making a single application where the person who is the subject of that application is a citizen of one of the above countries please complete Section 1 of the payment slip and tick the exempt box at Section 2. If you are making a multiple application and any of the applications within the batch qualify for exemption, please complete Section 4 of the payment slip and tick the exempt box at Section 5.

12. In all cases, whether single or multiple applications are made, you must also indicate that the application is exempt from payment on page 3 of the application form. Please note that for a Sports and Entertainment group application all the workers stated on the application form must be citizens of the countries listed in paragraph 10, in order to be exempt. If any of the workers stated on the application form are a citizen of a non-exempt country, the application will be subject to the normal fee. There are no other exemptions to the fee.

How do I pay?

13. If your application does not meet the exempt or deferred rules, the payment must accompany the application and the payment slip must be fully and accurately completed. Payment can be made by cheque, postal order or by credit or debit card. For a payment to be valid the payment slip should be correctly completed and must include the following details:

Cheque Payments

14. Cheques should be made payable to ‘Home Office’.

15. All the relevant information must be completed including the account number, the sort code, the cheque number, the payer details and the amount.

16. Where more than one application is submitted the cheques for each application must be attached to the front of the payment slip to avoid being missed. Please refer to paragraph 22 when paying for multiple applications.

Credit or Debit Card Payments

17. Such applications should contain the card number, the amount paid, payer’s name as it appears on the card, card number, valid from and expiry date, card verification value (CVV) code, signature and date.

18. The CVV is a three-digit security code. You will find this code on the back of your card on the signature strip: it consists of the last 3 digits.
19. For Maestro (UK) card users the issue number must also be completed.

Single Applications

20. In all cases, whether paid for, deferred or exempt applications, the following instructions should be followed:

21. Please complete the whole of Section 1 and the appropriate part of Section 2. Complete Section 3 of the payment slip if you have indicated that the application is to be paid for.

Multiple Applications

22. A maximum number of 10 applications can be submitted for every payment slip under the multiple applications category. If more than 10 applications need to be submitted, a separate payment slip will need to be completed and a separate payment made.

23. If an employer or representative wishes to send one payment to cover a number of applications, only one multiple payment slip and one payment needs to be included up to a maximum of 10 applications. For example:

(i) Application for 7 employees requires one multiple payment slip plus one payment of £1,330.

(ii) Application for 25 employees requires 3 multiple payment slips (2 with 10 employees plus 1 with 5 employees) plus three separate payments of £1,900, £1,900 and £950.

24. Sections 4-6 of the payment slip must be appropriately completed and the payment received must cover the total charge for all of the applications submitted. When submitting such applications, please ensure that the completed payment slip and payment are on the top of each batch of applications.

25. It should be noted that if the total payment submitted does not cover the cost of all applications contained within the batch, it will not be possible to consider any of the applications, in which case all applications will be returned.

26. Only one payment for the total amount should be sent for a multiple application. This should not exceed £1,900. You should not send individual payments.

27. Section 6 need only be completed if you have indicated that any of the applications are to be paid for.

28. For both single and multiple applications you must also remember to complete the appropriate charging code box on page 3 of the application form. The deferred box only appears on forms WP1 and WP1X.

More detailed guidance for the completion of the Payment Slip can be found in paragraphs 38 to 45

Procedure for Applications Received

29. Completed applications should be sent to the address given in paragraph 48. This is the address of a Government approved Payment Handling Service which will check the following:

(i) If payment is applicable

(ii) The payment slip is completed correctly

(iii) The payment method is valid.

(iv) The validity of an application which has been identified as falling into the exempt category.

30. The Payment Handling Service will not be responsible for considering any aspect of the Work Permit application.

31. Please note that the Payment Handling Service has entered into a contractual agreement with us to ensure that all valid applications with appropriately completed payment slips will be delivered to the UK Border Agency, Sheffield on the same day as receipt. Therefore the standard of service currently provided by us will not be compromised unless the payment slip or payment method is invalid.

Please note that all applications, without exception, must be sent to the
Valid from 01/04/2008

Withdrawn Applications

32. Once an application has been received by the payment handling service, the consideration process has started and the standard appropriate fee will be charged. If a request to withdraw the application is received at any time during the consideration process, the fee will not be refunded. It is therefore the full responsibility of the employer or representative submitting the application to ensure that they wish to enter into the application process.

Changes to Group Applications

33. If during the consideration of a Sports and Entertainment group application, you wish to add one or more members to the application or replace members within the application before a decision has been reached a further charge will not be incurred. Further instructions on how to make these changes can be obtained by contacting the Sports and Entertainments Team on 0114 274 3303. However, if the application process has been fully completed before we are notified of the changes then a new application should be completed with the additional group members and a valid payment (where appropriate) attached.

Duplicate Applications

34. In the event of more than one employer making an application for the same individual, each application will be subject to the standard appropriate fee.

Incomplete Payments

35. The Payment Handling Service will have the authority to return all applications where the payment cannot be banked. Such applications will be returned before we consider them. This could include any of the following reasons:

(i) No payment included with the application
(ii) Underpayment – the amount provided/authorised is insufficient to cover the fees due
(iii) The cheque has not been signed or dated correctly
(iv) The credit/debit card details have not been completed correctly

36. If an overpayment is made, the application(s) can be accepted and a payment will be made to return the difference.

37. In the event of payment for a Work Permit application failing to clear, whether in whole or in part, no further applications made by or on behalf of the employer will be considered by the UK Border Agency until the payment(s) for those applications have themselves cleared. This practice will continue to apply whilst any payment debt remains outstanding and for a period of three months following the date that all payment debt was cleared.

Guidance for completion of the Payment Slip

38. Correct completion of the payment slip is very important. Any errors on the payment slip could either delay the processing of the application or result in the application being returned. It is therefore imperative to complete the payment slip in accordance with these Payment Guidance Notes.

Single Applications

39. For single applications you must complete the whole of Section 1 and the appropriate part of Section 2. You will only need to complete Section 3 if you have indicated that the application is to be paid for, as follows:

Section 1: Contact Details of Payer

Please enter the details of the person responsible for payment in case we have a payment enquiry.

Section 2: Application Details

Please tick the appropriate box in Point 5 and complete both boxes in Point 6.

Section 3: Payment Details

Please complete this section if you have indicated in Section 2 that you are paying for the application. You need only complete the relevant sections.
40. If you have indicated that the application is deferred or exempt there is no need to complete Section 3, please proceed to the application form, which begins on page 3.

Multiple Applications

41. The multiple payment slip can cover a maximum of 10 applications. If you need to submit more than 10 applications, you will need to complete a separate multiple payment slip, include an additional payment to the value of the extra applications and attach the additional application forms. (Please refer back to paragraph 22).

42. Section 4: Contact Details
Please enter the details of the person responsible for payment in case we have a payment enquiry.

43. Section 5: Application Details
Please enter the total number of applications submitted at point 17. This can be anything from 01 to 10.

44. At point 18, please ensure that you complete the paid for, deferred and exempt boxes correctly and that the information provided here matches the details given in points 19 and 20.

45. Section 6: Payment Details
Please complete this section if you have indicated in Section 5 that you are paying for any of the applications. You need only complete the relevant sections.

Other Details

Submission of Application Forms

46. In order to simplify the validation procedure, please ensure that the application is packaged in the following order:
   i) Application form with cheque(s) (if applicable) secured to page one
   ii) Covering letter
   iii) Supporting documents

47. If you wish to send several ‘single’ applications in the same envelope, please ensure that each application is clearly distinguishable from the others, by packaging each one separately.

Postal Applications

48. All application forms should be posted to:

UK Border Agency
PO Box 3973
Sheffield
S1 9BH

Please indicate on the envelope which scheme your application is for (i.e. Business and Commercial, Sports and Entertainment, Sectors Based Scheme, etc). If your envelope contains more than one application form, please indicate the number of applications that fall under each scheme. If your application is sent to any other address this will delay the processing of your application.

E-mailed Applications

49. For all e-mailed applications the only payment method, which can be accepted, is credit or debit card. For further information about this service please visit our website www.ukba.homeoffice.gov.uk or contact the Customer Contact Centre on 0114 207 4074.

Applications sent by Courier

50. If you wish to send your application by courier, the delivery address is:

UK Border Agency
7th Floor
Fountain Precinct
Balm Green
Sheffield
S1 2JA

These applications can only be accepted between 8.30am and 5.00pm, Monday-Friday (except Bank Holidays)

51. Please note that the payment handling service is independent from the UK Border Agency and do not process any applications. Furthermore, they do not have the capacity to deal with public callers.

Faxed Applications

52. The facility to send faxed applications only exists to assist employers in making an urgent application. The process should not be used in place of postal, e-mailed or couriered applications.
53. Faxed applications should be sent to the UK Border Agency Payment Handling Service on 0114 272 8776. Please do not fax applications to any other number.

54. In order to ensure delivery to the UK Border Agency, Sheffield by 10am on the same working day, the faxed application should be sent to the above number no later than 8.30am. Applications faxed between 8.31am and 1.30pm will be despatched to the UK Border Agency, Sheffield by 3pm on the same working day. Applications received after 1.31pm will be sent to the UK Border Agency, Sheffield by 10am on the following working day.

55. The only valid methods of payment acceptable with a faxed application will be debit and credit cards. You must therefore ensure that your debit or credit card details are included on the application form when it is faxed to the Payment Handling Contractor.

56. You do not need to send the full original copy of the application form following a faxed copy. If this happens, it may create a duplicate record and, because the consideration process has commenced upon receipt of the ‘duplicate’ application, you may be charged twice. In this instance, we will be unable to return the fee of the ‘duplicate’ application.

57. However, in order to validate an application, we need an original signature from the UK employer and their representative (where one has been used). You should therefore send in the original declaration pages from the application form to the relevant team (as outlined in the general guidance notes). These pages should be marked with the surname, first name(s) and Date of Birth of the overseas national. The pages should also be accompanied by a covering letter to explain that they are to be linked with a faxed application form sent to the Payment Handling Service on whichever date.
Guidance for Employers

Guidance Notes available:

- General Information - product code GI(G)
- Service Standards - product code SS(G)
- Payment Guidance - product code PAY(G)
- Business and Commercial - product code BC(G)
- Training and Work Experience Scheme - product code TWES(G)
- Sports and Entertainments - product code SE(G)
- Sectors Based Scheme (non Bulgarian and Romanian Nationals) Extensions and changes of employment - product code SBS(G) - Only available on our website
- Sectors Based Scheme (Bulgarian and Romanian Nationals only) - product code SBSBR(G)
- Student Internships - product code SI(G)
- General Agreement on Trade in Services for UK Contractors - product code GUK(G)
- General Agreement on Trade in Services for Overseas Employers - product code GOE(G)

If you wish to request copies of the guidance notes please contact our distribution centre on Tel: 0117 344 1471 or visit our website at: www.ukba.homeoffice.gov.uk

Welsh, Braille, large print, and other alternative formats are available on request. For further information on alternative formats, and how to obtain these, please contact the Customer Contact Centre on 0114 207 4074

Who can I contact for further Information?
For general information contact our customer contact centre on:

Telephone: 0114 207 4074
Fax: 0114 207 4000
E-mail: wpcustomers@ind.homeoffice.gsi.gov.uk

or visit our website: www.ukba.homeoffice.gov.uk