

# Kredila Operational Runbook: United Kingdom Disbursement

## 1. Document Overview

- **Entity:** Kredila Financial Services (UK/International Division)
- **Compliance Framework:** UK Visas and Immigration (UKVI) & Financial Conduct Authority (FCA).
- **SLA:** \* **CAS Deposit:** 24–48 hours (Critical for visa deadlines).
  - **Final Tuition/Maintenance:** 3–5 Business Days.

## 2. Trigger Conditions

Disbursement for the UK follows a strict two-stage process:

1. **Pre-CAS Trigger:** Payment of the "University Deposit" (usually £2,000 – £5,000) to secure the CAS letter.
2. **Post-Visa Trigger:** Release of the remaining tuition and maintenance funds after the **Vignette (Visa Sticker)** or **eVisa** share code is verified.
3. **ATAS Clearance:** (If applicable) Verification that the student has cleared the Academic Technology Approval Scheme for sensitive subjects.

## 3. Process Steps (The UK Workflow)

### *Step 1: The CAS Deposit (Urgent)*

UK universities will not issue the CAS number (needed for the visa) until a deposit is received.

- **Action:** Direct transfer to the University via **Flywire** or **TransferMate**.
- **Requirement:** Must include the "Student Application ID" in the reference field.
- **Verification:** Obtain a **SWIFT MT103** or payment receipt to send to the University Admissions office for immediate CAS update.

### *Step 2: Maintenance Fund Certification (The "28-Day Rule")*

For the visa, students must show they have held "Maintenance Funds" for a consecutive 28-day period.

- **Kredila's Role:** Issue a **Loan Sanction Letter** that explicitly states the funds are "Unconditional" and "Available for immediate drawdown."
- **2026 Rates:** \* **Inside London:** £1,483/month (for 9 months) = **£13,347.**
  - **Outside London:** £1,136/month (for 9 months) = **£10,224.**

#### **Step 3: Final Tuition Disbursement**

- **Timing:** Usually 15 days before the "Latest Start Date" on the CAS.
- **Action:** Transfer the remaining balance directly to the University.
- **Note:** Any amount paid *after* the CAS is issued will not be reflected on the CAS; the student must carry the Kredila payment receipt to the UK border.

#### **Step 4: IHS (Immigration Health Surcharge) Payment**

- If the loan covers "Visa Costs," Kredila must disburse the **IHS fee** (approx. £776/year for students in 2026) directly to the student's card or a virtual Kredila card to facilitate the online visa application.

### **4. Critical Dependencies**

- **UKVI (UK Visas and Immigration):** For rules on "Recognized Financial Institutions" (Kredila must be on the approved list for the country of origin).
- **Payment Portals:** Reliability of Flywire and TransferMate (the "Preferred" rails for UK HEIs).
- **University Admissions:** Accuracy of the CAS data (any error in the "Fees Paid" section on the CAS requires a "Sponsorship Note").

### **5. Failure Scenarios – UK Specific**

<b>Scenario</b>	<b>Troubleshooting Action</b>
<b>CAS Data Mismatch</b>	University CAS shows £0 paid despite Kredila transfer. <b>Action:</b> Email the University Finance Office with the UETR number and request a "Sponsorship Note" be added to the CAS.
<b>Visa Refusal</b>	Student receives a refusal. <b>Action:</b> Kredila initiates the " <b>CAS Deposit Refund</b> " process with the university (can take 30–60 days). Funds must be repatriated to Kredila.
<b>IHS Fee Increase</b>	Government raises the health surcharge mid-application. <b>Action:</b> Top up the "Visa Cost" tranche of the loan within 4 hours.

<b>Lapse in "28-Day" Proof</b>	If the loan letter is dated > 31 days before the visa application. <b>Action:</b> Re-issue a fresh, dated Sanction Letter via the KMS.
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## 6. Escalation Matrix

- **Tier 1 (Ops Associate):** Standard Flywire/TransferMate executions.
- **Tier 2 (Compliance):** Verification of "Genuine Student" status if the university requests a Pre-CAS interview.
- **Tier 3 (Finance Director):** Handling "Recall of Funds" from UK universities in case of student withdrawal or visa fraud.

## 7. Post-Disbursement

1. **BRP/eVisa Check:** Once the student arrives, verify they have collected their **Biometric Residence Permit (BRP)** or activated their **eVisa**.
2. **Repayment Mandate:** Finalize the "Interest-Only" payment schedule for the duration of the UK course + 4 months (standard post-study leave).