

Dear Client

Please find below our fee scale showing the amount charged for the various services that West London Services provides.

Fee Scale

West London Immigration Services is a business and must therefore invoice clients for its work. Cost-free advice is available and may be found at the Law Centre or Citizens Advice Bureau.

West London Immigration Services operates on a fixed-fee basis, so there are no 'extras'.

Our fees will include the provision of the following services:

- ✓ Advising you
- ✓ Reading your file
- ✓ Preparing your case
- ✓ Corresponding on your behalf
- ✓ Updating you with the progress
- ✓ Making and receiving telephone calls to the client (does not include UKVI)
- ✓ Representation

Please note that our fee scale does not include and fees to other bodies, such as Home Office, Immigration health surcharge, postal fee and High Commission application fees.

All payment must be made payable to the other relevant persons, bodies or authorities and not to us.

Please note we do not accept cash and kindly request that our clients make payments to our business account details below providing proof of payment to our office (please refer to Client care letter prior to making a payment).

We very much look forward to your instruction.

Yours faithfully,
West London Immigration Services

Appendix FM Applications

- ✓ Spouse of a British Citizen
- ✓ Spouse of a Settled Person (With ILR)
- ✓ Dependent Child of a Settled Person
- ✓ Spouse of HM armed force

Fee Type	Amount	Due When
Deposit	300.00 GBP	Upon Engagement
Balance	500.00 GBP	Prior to Application
Total	800 GBP	No VAT

1. PBS Application

- ✓ Tier 4 (General) Students
- ✓ Tier 4 General (Child)
- ✓ Tier 4 General (Dependent)
- ✓ Tier 2 Dependent

Fee Type	Amount	Due When
Deposit	150.00 GBP	Upon Engagement
Balance	150.00 GBP	Prior to Application
Total	300 GBP	No VAT

2. PBS Application

- ✓ Tier 2 (General)
- ✓ Tier 1 (Entrepreneur)
- ✓ Tier 1 (General)
- ✓ Tier 1 (Graduate Entrepreneur)

Fee Type	Amount	Due When
Deposit	350.00 GBP	Upon Engagement
Balance	350.00 GBP	Prior to Application
Total	700 GBP	No VAT

Gurkha Adult Dependent (ILE) Application

Fee Type	Amount	Due When
Deposit	600.00 GBP	Upon Engagement
Balance	600.00 GBP	Prior to Application
Total	1200 GBP	No VAT

EEA Family Permit (Overseas) and EU

Fee Type	Amount	Due When
Deposit	500.00 GBP	Upon Engagement
Balance	500.00 GBP	Prior to Application
Total	1000 GBP	No VAT

EU Settlement application (Postal application support only)

Fee Type	Amount	Due When
Deposit	125.00 GBP	Upon Engagement
Balance	125.00 GBP	Prior to Application
Total	250 GBP	No VAT

Sponsor Licensing Application (Immigration)

Fee Type	Amount	Due When
Deposit	500 GBP	Upon Engagement
Balance	500 GBP	Prior to Application
Total	1000 GBP	No VAT

Sponsor Licensing Application (Non-Immigration HR Support)

Fee Type	Amount	Due When
Deposit	1500 GBP	Upon Engagement
Balance	1500 GBP	Prior to Application
Total	3000 GBP	No VAT

Naturalisation as a British Citizen

Fee Type	Amount	Due When
Deposit	300.00 GBP	Upon Engagement
Balance	300.00 GBP	Prior to Application
Total	600 GBP	No VAT

Settlement

- | | |
|----------------------------------|-------------------------------------|
| 1. From Tier 1 | 4. ILR from 10 Years Long Residency |
| 2. From Tier 2 | |
| 3. PBS Tier 1 & Tier 2 Dependent | |

Fee Type	Amount	Due When
Deposit	500.00 GBP	Upon Engagement
Balance	500.00 GBP	Prior to Application
Total	1000 GBP	No VAT

Visitors/ Standard EEA Application

Fee Type	Amount	Due When
Deposit	£100 GBP	Upon Engagement
Balance	£100 GBP	Prior to Application
Total	£200 GBP	No VAT

Other Categories (Asylum Assistance)

Fee Type	Amount	Due When
Deposit	£50 GBP	Upon Engagement
Balance	£50 GBP	Prior to Application
Total	£100 GBP	No VAT

Extra Services

- Telephone advice – £30 for 30 min max
- Document Upload service (only)
 - Scanned and digital ready – £120
 - Scanning, preparing and uploading – £250
- Change of representation and update UKVI – £200
- British Passport Application support – £200

Due to relocation from London and the changes in the UKVI application process we will work on your instruction as follows:

Step 1: Telephone Discussion (Mobile, whatsapp, viber, facetime, skype)

Step 2: Documents assessment (via email or post) – Postal documents please include prepaid envelope or will incur £15 admin fee plus postal fee.

Step 3: Application submission

Step 4: Documents submission (VFS, Teleperformance or ShopraSteria UKVCAS)

Step 5: Decision received by us:

 - We will provide you with an update via email
 - Any BRP's received at our address (We will post it to your address £15 admin and postal fee applies)