

Immigration Advice Service Fee List (effective from 1st May 2017)

Citizens Advice Bolton offer a low-cost, fee paying service for clients seeking immigration and asylum further advice & casework but who are not eligible for Legal Aid. All clients will still receive **FREE** initial advice.

We charge on a fixed fee basis only.

All costs listed are for further advice and casework support that cannot be covered under Legal Aid support (please see our [Immigration Advice Service Information Leaflet](#)). A copy is on our website and given to clients upon sign-up with us.

However, should you wish to withdraw instructions part way through your immigration case we will charge you for all work we have undertaken on your behalf, to date, at an hourly rate of £55.00.

Service	Cost (£)	Home Office Applications Fee's (NB this is not covered in the fixed fee and subject to change as Home Office regulated)
Family Reunion – Advice and Assistance	£500 (inc VAT) first two people £60 each person thereafter	Free of Charge
Entry Clearance (e.g. Spouse Visa/Dependent Children) – Advice and Assistance	£550 (inc VAT) first two people £60 each person thereafter	£1,195 (Approximate – Paid in local currency if in person) +£600.00 for NHS Fee
Entry Clearance (e.g. Fiancée Visa) – Advice and Assistance	£550 (inc VAT) first two people £60 each person thereafter	£1,195 (Approximate – Paid in local currency if in person)
Further leave to Remain (FLR M) (husband, wife, civil partner, unmarried partner) – Advice and Assistance	£500 (inc VAT) first two people £60 each person thereafter	£993.00 Per Person + £500.00 for NHS Fee

Settlement (M) (husband, wife, civil partner, unmarried partner) – Advice and Assistance	£550 (inc VAT) first two people £60 each person thereafter	£2,297.00 Per Person
Settlement (O) (5 or 10 years residence) – Advice and Assistance	£550 (inc VAT) first two people £60 each person thereafter	£2,297.00 Per Person
Settlement (LR) (10 years residence) – Advice and Assistance	£550 (inc VAT) first two people £60 each person thereafter	£2,297.00 Per Person
Discretionary Leave (No Current Leave) – Advice and Assistance	£500 (inc VAT) first two people £60 each person thereafter	£993.00 Per Person + £500.00 for NHS Fee
Discretionary Leave (With Current Leave) – Advice and Assistance	£500 (inc VAT) first two people £60 each person thereafter	£993.00 Per Person + £500.00 for NHS Fee
EEA Application – Advice and Assistance – Out of Country (VAF5 – Family Permit)	£500 (inc VAT) first two people £60 each person thereafter	Free of Charge
EEA Application – Advice and Assistance – Initial Application (EEA QP, EEA FM)	£400 (inc VAT) first two people £60 each person thereafter	£65.00 Per Person
EEA Application – Advice and Assistance – Permanent Application (EEA PR)	£500 (inc VAT) first two people £60 each person thereafter	£65.00 Per Person
UN Refugee Travel Documents – Advice and Assistance	£200 (inc VAT) first two people £60 each person thereafter	£72.00 Per Person £46.00 Per Child
Home Office Certificate of Travel – Advice and Assistance	£200 (inc VAT) first two people £60 each person thereafter	£267.00 Per Person
Form NTL – Advice and Assistance	£300 (inc VAT) first two people £60 each person thereafter	£237.00 Per Person

Form BRP (RC) – Advice and Assistance	£300 (inc VAT) first two people £60 each person thereafter	£56.00 Per Person
Naturalisation – Advice and Assistance	£500 (inc VAT) first two people £60 each person thereafter	£1282.00 Per Person
Registration (British Citizenship for a person under the age of 18 years) – Advice and Assistance	£500 (inc VAT) first two people £60 each person thereafter	£973.00 Per Person
British Passport Application (in-Country)	£200 (inc VAT) first two people £60 each person thereafter	£72.50 In-Country (Child £46.00)
British Passport Application (Overseas)	£500 (inc VAT) first two people £60 each person thereafter	£77.72 – Child born Overseas (includes Couriers Costs)
Visit Visa Application	£550 (inc VAT) first two people £60 each person thereafter	£89.00 Per Person
One off Advice – Confirmed in Writing	£150.00	N/A
Checking Service	£150.00	N/A

Please note that the above fees are for our adviser's assistance and does not include any additional fees from the Home Office or any other related costs. You will be advised of any other cost in your appointment with an adviser. The above fees apply to the application alone including all attendance, written and telephone correspondence with the client and relevant third parties; Consideration, preparation and submission of an application and relevant supporting documents. Copies of documents and postage.

The above fixed fee does not include any associated appeal work that may be required on your file – any such work will incur additional fees, see information below:

Type of Application	Immigration Advice Service Fees charged	IAC Appeal Fee	Counsel Fees for Representation at hearing	Description of work included in fixed fee
Appeals to the Immigration & Asylum Chambers – First Tier Tribunal	£1000.00	£140.00	£365.00 (Adjournment Fees £193.20*)	Fixed fee includes: all attendances and written and telephone correspondence with the client and relevant 3rd parties; consideration, preparation and submission of appeal and relevant supporting documents. Copies of documents and postage.
Appeals to the Immigration & Asylum Chambers – Upper Tribunal	Charged at Hourly Rates (£55.00 per hour) - £550.00 up front on account	£0.00	Variable – dependent on case	*Please note that your case may not be heard on a specific date for reasons beyond our control (e.g. internal Court pressures). If your case does not go ahead as planned a separate fee to Counsel will need to be paid)

However, should you wish to withdraw instructions part way through your immigration case we will charge you for all work we have undertaken on your behalf, to date, at an hourly rate of £55.00.

Please note that our organisation is VAT Registered. Therefore the fees listed above are inclusive of VAT @ 20% (this is deductible if you are exempt from paying VAT)

Citizens Advice Bolton is an independent organisation offering free advice. The costs listed above are for further advice and casework support that cannot be covered under Legal Aid support.

We are fully Registered with the Office of Immigration Services Commissioner (OISC), our Registration number is F201400861.

Contact Details:

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Email: immigration@boltoncab.co.uk