

Andrews University
AMORTIZATION AGREEMENT
Between Andrews University (“Employer”)
And _____ (“Employee”)

In accordance with North American Division Working Policy X 23 related to moving and relocation, from ____/____/____ to ____/____/____ *Employer* provided *Employee* \$ _____ (“*Amount*”) for relocation assistance. The *Amount* shall be amortized over four (4) years (“*Amortization Period*”) starting with the date of hire on ____/____/____.

In the event that *Employee* leaves his/her employment at Andrews University prior to the completion of the *Amortization Period*, *Employee* agrees to reimburse in full the unamortized portion of the *Amount* to Andrews University in accordance with the North American Working Policy 30 75.

I, _____ have read and fully understand the above *Andrews University Amortization Agreement*, acknowledge the receipt of the *Amount*, and agree to comply with the *Amortization Period* and repayment of the unamortized portion of the *Amount*.

(Signature of Employee)

(Date)

(Witness' name)

(Date)