

Welcome to Andrews University!

We are happy that you made the decision to join our

Amortization Agreement

The total moving expenses paid to/fo you shall be amortized over four (4) years from the date of hire. In the event that you leave employment at Andrews University prior to the completion of the four-year amortization period, you agree to reimburse the unamortized portion of the amount to Andrews University according to the following schedule:

Employed less than 2 years*: 100% repayment

Employed 2 years or more but less than 3 years: 50% repayment

Employed 3 years or more but less than 4 years: 25% repayment

*includes if moving expenses have been paid to/for you prior to your hire date and you withdraw your offer acceptance or abandon your hire/employment

Repayments of unamortized expenses

If moving to another denominational employer, in accordance with NAD Working Policy E 45 71 (Amortization of Moving Expenses), Andrews University will invoice the corresponding unamortized expenses to the new denominational employer for repayment

If not moving to another denominational employer, an invoice for the unamortized expenses will be issued to you and any tax effect resulting from repayments must be worked through with your tax advisor

I, _____ have read and fully understand the above Andrews University Amortization Agreement and agree to comply with the amortization period and repayment of the unamortized portion of the amount.

Note: if leaving Andrews University to be employed by another denominational employer, unamortized expenses may be assumed by that employer

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