



NLC Relocation Assistance and/or House Hunting Expense Report and Assignment of Wages Agreement

Employee Applicants: I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

OR

New Appointees: In consideration of the assistance / reimbursement of expenses of \$ _____ as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.

It is understood and agreed that should I resign from the service of Northern Lights College prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15th day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

For the purpose of repayment, Northern Lights College Financial Services Department is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

Nothing contained herein shall prejudice the right of Northern Lights College to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date:	Employee's / New Appointee's Signature and Printed Name:
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Date:	Witness Signature and Printed Name:
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Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.

Note: Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.