



Employee Loan Agreement

Effective Date: August 7, 2020

Employer: Northeastern University (the "Employer")
360 Huntington Avenue
Boston, MA 02115

Employee: _____
(the "Employee")

Address

City, State, Zip Code

The Employee hereby acknowledges a debt to the Employer in the amount of **\$750** or **\$1,500** (circle one based on your net weekly pay). This debt represents a payroll advance to be paid to the Employee by the Employer on August 7, 2020. No interest shall accrue on this debt.

The Employee hereby gives permission to the Employer to deduct **\$93.75** or **\$187.50** (depending on loan amount) from each bi-weekly paycheck, for eight pay periods beginning August 21, 2020 and ending November 27, 2020.

The Employee also agrees that any outstanding amount will be deducted from the Employee's final pay upon separation of the Employee from employment with the Employer.

Employee Signature Date

Employer Signature Date

Please return the completed form by Friday, June 26, 2020 to Human Resources Management, CP 250, 716 Columbus Ave. Boston, MA 02120