



**RELOCATION EXPENSE AGREEMENT  
FOR APPOINTMENT TO  
COLLEGE OF THE NORTH ATLANTIC**

**Agreement between College of the North Atlantic and**

\_\_\_\_\_  
(Name of Appointee)

The above-named appointee, having been offered and having accepted a position with College of the North Atlantic conditional, where applicable, upon being granted Landed Immigrant Status in Canada, the parties hereto do hereby agree that the following provisions shall apply in respect of the relocation expenses incurred by the said appointee.

1. College of the North Atlantic agrees to the approved relocation expenses incurred by the appointee, in accordance with the approved College of the North Atlantic relocation policy HR-409 and operational procedure HR-409-PR, which documents the appointee acknowledges to have examined.
2. The appointee undertakes to render service in the employment of College of the North Atlantic for a continuous period of ***not less than*** \_\_\_\_\_ (unless otherwise determined in accordance with 14.0 of the procedures) from the date on which the appointee reports for duty at whatever location College of the North Atlantic may decide and to follow all College rules, regulations and procedures.
3. The appointee agrees that in the event of failure to complete such continuous period of service and upon the request of the President (or designate) of College of the North Atlantic an immediate repayment must be made for such part of the relocation expenses paid to the appointee as proportionate to the period by which the continuous service falls short of the employment period in accordance with 14.0 and 15.0 of the procedures.
4. The appointee agrees to furnish original receipts or other satisfactory proof of payment of any chargeable expenses which the appointee initially paid in full in accordance with College of the North Atlantic's relocation policy HR-409.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPOINTEE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRESIDENT / EXECUTIVE DIRECTOR  
HUMAN RESOURCES