



## EMPLOYEE LOAN / REPAYMENT AGREEMENT

Number (office use only):

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

The Amount Desired	Reason
Grand Total	
Repayment Schedule	1. One Month    2. Two Months    (circle appropriate)

Intent to Leave Nanjing on \_\_\_\_\_ (Date)

Employee's signature: \_\_\_\_\_ Approved by: \_\_\_\_\_

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### LOAN REPAYMENT AGREEMENT (office use only)

This agreement is made between NANJING INTERNATIONAL SCHOOL (Party A) and Employee..... (Party B) whereby Party A agrees to lend the sum of US\$ / RMB (circle appropriate) .....to Party B.

Party B agrees to pay back this loan in ..... installment(s) of US\$ / RMB (circle appropriate) ..... The first installment will be made on ..... Each installment will be taken directly from Party B's monthly salary.

Party A: Nanjing International School

Party B: .....

Signed: .....

Signed: .....

Date: .....

Date: .....