



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: _____

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: