



## Emergency Loan Repayment Agreement

Name of Employee:

ID#:

I received an Emergency Loan from the University of Richmond on \_\_\_\_\_ in the amount of \_\_\_\_\_.

I agree to repay this Emergency Loan via payroll deduction in \_\_\_\_\_ equal installments of \_\_\_\_\_ beginning with my \_\_\_\_\_ paycheck, and ending with my \_\_\_\_\_ paycheck.

I also agree that if I terminate employment for any reason prior to repayment of this Emergency Loan, I authorize the University of Richmond to deduct the unpaid Emergency Loan from any amounts owed to me at the time of termination. In the event my final salary and other amounts are insufficient to cover the remaining Emergency Loan balance, I will pay the remainder to the University of Richmond within thirty (30) days.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

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