Between

**FEDERATION UNIVERSITY AUSTRALIA** of University Drive, Mt Helen, Victoria (‘the University’) of the one part **and THE EMPLOYEE** named in ‘Details’ section of the agreement (‘the employee’) of the other part.

Recitals

1. The University has agreed to employ the employee in the position specified in ‘Details’ section of the agreement and the employee has agreed to work for the University.
2. The employee has requested the University reimburse the employee for the cost of relocation expenses, paid in connection with the transfer from the address specified in the ‘Details’ section of the agreement to the employee’s new address, for the purpose of taking up employment with the University. The allowance is restricted to the costs relating to the removal and transport of your household and personal effects.
3. The University has agreed to reimburse the employee and has approved the payment to the employee up to the sum specified in the ‘Details’ section of the agreement, subject to the employee providing all relevant receipts and the following terms and conditions.

Agreement

1. The University will pay the employee the amount specified in the ‘Details’ section of the agreement on the condition that the employee will, during the period specified, continue in the service of the University. Any leave of absence granted to the employee during the period will not be included in the calculation of the period.
2. The parties agree that in the event of:
3. the employee being dismissed for good reason;
4. the employment being terminated by the employee for any cause other than the death of the employee before the expiration of the period; or
5. the employee failing or refusing to remain in the employment of the employer;

Then the employee will repay to the University the amount specified in the ‘Details’ section of the agreement, or such reduced amount as shall be calculated on the basis of a proportional reduction for each three months of completed employment by the employee.

1. The University acknowledges that if the University terminates the employment of the employee during a probationary period of employment Clause 2 shall not apply.
2. The University and the employee may enter into an arrangement as to the method or time of repayment by the employee of the whole or part of the amount calculated in accordance with Clause 2 however, such an arrangement shall not be construed as a waiver of the University’s rights under this Agreement.
3. Any amount payable by the employee under Clause 2 shall be a first charge against any amount owing by the University to the employee as at the date of termination of employment, and the University may deduct from the amount owing to the employee the amount payable by the employee under this Agreement.

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| **Details** | | | | | | | | |
|  |  | | |  | | |  |  |
| Employee’s name |  | | | | | | |  |
|  |  |  | | | |  | |  |
| Employee’s position |  | | | | | | |  |
|  |  |  | | | |  | |  |
| New  address |  | | Previous address | |  | | |  |
|  |  |  | | | |  | |  |
| Reimbursement amount |  | Period (year/months) | | | |  | |  |
|  |  |  | | | |  | |  |
| Date commencing | Enter date | Date of agreement | | | | Enter date | |  |
|  |  |  | | | |  | |  |

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| --- | --- | --- | --- | --- |
| **Federation University Australia** | | | | |
|  |  |  |  |  |
| Signature for and on  behalf of **Federation University Australia** |  |  | |  |
|  |  |  |  |  |
| **Authorising Officer** |  | Date | Enter date |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee** | | | | |
|  |  |  |  |  |
| **Employee’s** signature |  |  | |  |
|  |  |  |  |  |
| **Employee’s** name |  | Date | Enter date |  |
|  |  |  |  |  |
| Signature of **Witness** |  |  | |  |
|  |  |  |  |  |
| Name of **Witness** |  | Date | Enter date |  |
|  |  |  |  |  |