

Relocation Assistance Scheme: Agreement between the University of Southampton and Employee

General Conditions

- ❖ Any claims for items or services which fall outside the scope of the scheme will be excluded for payment and are payable by the individual
- ❖ Any cases where the scheme is abused or claims are made for items or services not actually purchased will be dealt with under our disciplinary code and could result in dismissal
- ❖ The limit for individual cases will be clearly stated in formal offer of employment letter and any amounts over the limit stated will be payable by the individual

Termination of Employment

Employees who leave the University within three years of commencing employment, except for reasons of redundancy, will be liable to repay some proportion of the relocation assistance they have received.

The University will reclaim relocation assistance according to the following:

- Up to one year from date of start of employment – full amount is repayable
- More than one year but less than three years from the start of employment – 50% is repayable
- More than three years from start of employment – no repayment

Please note: If you subsequently decline the University's offer of employment and have used the services of the Relocation Agency, you will be liable for any costs incurred.

Statement:

I have read and understood the University of Southampton Relocation Assistance Scheme and agree to the rules and principles of the scheme including the right of the University to claim back any expenses should I choose to leave the employment of the University within the timescales set out above.

Signature of Employee

Date

Print Name