

PROMISSORY AGREEMENT



I, _____, agree that upon termination of employment with Trinity, agree to pay all debts owed to the University prior to the last day worked. Further, I agree to return all university property prior to receiving my final paycheck. If I do not return all university property prior to issuance of my final paycheck, I understand and agree that the value of such property will be deducted from my final paycheck. I agree that all debts owed will be deducted from my final paycheck. If the amount owed is more than the final paycheck, a cashier's check for the total amount owed will be given to the Business Office prior to my departure from the University. All aforementioned transactions will be initiated by me and the Business Office in a timely manner, before my termination of employment with Trinity University.

If the amount owed is not paid on the last day worked or final payday, I agree that my final check can be withheld until total debt owed is received. In the event that the debt is collected through Probate, Bankruptcy or other judicial proceedings by an attorney or is placed in the hands of an attorney for collection, then I agree and promise to pay a reasonable attorney's fee for collection which in no event shall be less than ten (10%) percent of the total amount owed. Should the debt be placed in the hands of an agency in the business of collecting just debt, then I agree and promise to pay said agency's fees for such services.

DATE _____ TRINITY I.D. # _____

NAME _____ SIGNATURE _____

ADDRESS _____ TELEPHONE NUMBER: _____