



Inter-Cooperative Council at the University of Michigan  
337 E William Street, Ann Arbor MI 48104 ● 734-662-4414 ● fax 734-662-5870 ● www.icc.coop

## ICC Contract Release Options

Consult Chapter 5 of the ICC Standing Rules in conjunction with these guidelines:

1. **RELEASE BY ACTIVE RECRUITMENT:** You may be released from your current or future ICC contract if you:

- A. Actively recruit a suitable replacement to fill their contract and
- B. Submit a *Replacement Request Form* to Member Services Staff.

You remain responsible for paying all monthly charges and completing all work requirements until the date on which a new contract is signed for your space. Replacement Request Forms and tip sheets for Finding suitable replacements are available online at <http://icc.coop/live/forms>. Contact Member Services Staff for more detailed information at [info@icc.coop](mailto:info@icc.coop). See ICC Standing rule 5.1.2 online at <http://icc.coop/live/policies/index.php>.

2. **CONTRACT BUY OUT:** A contract buyout is a fee paid to the ICC for voiding a contract. Members may buy out a contract in accordance with the rules below. Contact Member Services Staff for more details at [info@icc.coop](mailto:info@icc.coop).

- A. Buy outs require house approval. A House Approval form must be given to the Director of Member Services prior to the completion of any buyout.
- B. Contract Buy-Out Fee: To buy out of a Fall/Winter contract, a member must pay a fee equal to 3 month's worth of house and ICC charges. For any individual term, a member must pay a fee equal to 2 month's worth of house and ICC charges. (This formula is not affected by a member being released from house charges.)
- C. Members who buy out must pay their total balance due to the ICC along with the contract buy out fee in order to be released.
- D. Cashier's checks and money orders are the only forms of payment accepted for contract buyouts.
- E. Contract Buy-outs will not be permitted for Spring/Summer contracts.

3. **AUTOMATIC RELEASE:** The ICC may automatically release a member from all contractual obligations for the following reasons:

- F. Draft into the armed forces
- G. Flunked out of school and leaving Ann Arbor (involuntary).
- H. Uninhabitable Room: (see SR 15.8 Uninhabitable Rooms)
- I. Pregnancy during the term of the contract.
- J. Debilitating illness or hospitalization that prohibits a member from living in the ICC.
- K. Death.

**Thorough written documentation is always required.** Consult the Contract Release Check List and the Director of Member Services for all CRC petition requirements. Petitions for release and all related documentation should be directed to the Contract Release Committee at [icc.crc@umich.edu](mailto:icc.crc@umich.edu).

4. **RELEASE BY COMMITTEE:** The Contract Release Committee and Emergency House Operations Team (EHOT) have the power to release a member from their contract in special circumstances. Such releases are exceedingly rare, but include circumstances not covered in the criteria above and emergency situations. Before the contract committee will consider any member for release, the member must first be released from house charges as described below.

5. **RELEASE FROM HOUSE CHARGES:** Individual co-ops may release members from the house portion of charges according to house procedure. Houses may not release members from their ICC charges. Houses that choose to release members from contract obligations take responsibility for paying any costs remaining for spaces vacated by released members. A House



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**Charges Release Form must be turned into the ICC Membership Office by a house officer. Unless otherwise specified in the house constitution:**

- A. The Fall/Winter house may release members from house charges for any term.
- B. The Spring/Summer house may release a member from house charges for Spring/Summer, but may release a member for the Fall/Winter term only with the approval of the Membership Committee.

## **Contract Release Checklist**

1. Submit a Replacement Request to the ICC Member Services front desk. If you are replaced you will not be responsible for your future contract obligations. In general, you will not be released for any time before you requested replacement.
2. Ask your House President to add your request for House Charge Release to the next meeting agenda. In general, you will not be released from your ICC charges unless you are released from your house charges by your house. If your house releases you, have your president complete the House Charge Release Form and submit to the ICC Member Services front desk within 48 hours of the vote.
3. Write and submit a letter and documentation to the ICC Contract Release Committee explaining why you want to break your contract. In the letter include:
  - a) Your name.
  - b) The name of the House where you hold a contract.
  - c) What contract period(s) you are asking for release from.
  - d) The date of your departure (approximate if necessary).
  - e) Date the letter.
  - f) Your contact information (future address, e-mail address, phone, etc.).
  - g) Personal statement of your reason(s) for leaving.
  - h) Provide written proof to support your explanation. Written documentation is always
  - i) required!
4. With the letter be sure to include the following information:
  - a) A copy of the Replacement Request including the date it was submitted to the ICC
  - b) Office.
  - c) A copy of the House Charges Release form.
  - d) A letter from a house officer (President, Keyholder, Treasurer, etc.) that supports your
  - e) reason for leaving the co-op, preferably describing some efforts you put into recruiting a
  - f) new member to replace you.
  - g) Any documents to support your decision to leave such as:
    - I. Medical documentation
    - II. Financial documentation
    - III. University or governmental documentation
  - h) Any other relevant information.

All the documents need to be submitted to the ICC Office Attn: CRC, 337 E. William Street, Ann Arbor, MI 48104 or by email to [icc.crc@umich.edu](mailto:icc.crc@umich.edu). When you have complied with these steps, you will be considered for release in a timely manner by the Contract Release Committee. You will be notified if the Contract Release Committee requires additional information. You will also be notified when the Contract Release Committee has made its decision. If you have not heard from the ICC within 30 days, please contact the Contract Release Committee at [v.icc.crc@umich.edu](mailto:v.icc.crc@umich.edu).