



Inter-Cooperative Council at the University of Michigan

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PAYMENT PLAN FORM (updated 1/10)

Name: _____

House: _____

Email Address: _____

Date: _____

Current debt as of today \$ _____

Next month's charges (Month: _____) \$ _____

Following month's charges (Month: _____) \$ _____

I agree to pay the Inter-Cooperative Council the amount of \$ _____ **TOTAL DUE**

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I agree to pay the following amounts by the dates shown:

Amount due	Date due	Amount received (For office use only)	Date Received (For office use only)

I understand that if I miss a payment, I will be fined \$20 and eviction proceedings will be started against me. To stop the eviction process at this point, the outstanding balance due must be paid in full. I also understand that I will be charged for any costs arising out of the eviction process, including attorney fees, office fees and court costs.

This amount must include ALL charges from the months covered by this plan. 50% of the total must be paid in 4 weeks, and 100% must be paid in 8 weeks. All payment plans must be paid in full by the end of the contract period.

Date approved by the Finance Committee: _____

Member Signature: _____

Date: _____

ICC Treasurer Signature: _____

Date: _____

INSTRUCTIONS FOR REQUESTING A PAYMENT PLAN

This plan is required for any member owing \$200 or more. It must be approved by the Finance Committee and turned in to the office no later than the 15th of the month in which the debt rises to \$200 or over, or eviction proceedings will begin. (See ICC standing rules 14.81)

It is the member's responsibility to complete this form and bring it to a Finance Committee meeting before the 15th of the month to avoid eviction proceedings, or before the 6th to avoid late fines.

In order to be approved for a payment plan, the member must demonstrate their source(s) of monies to cover the necessary debt in accordance with the payment schedule on the front of this form.

Please fill in the following:

Source of income	Date available	Amount Available	Documentation*

* Acceptable types of documentation include: Documents from Financial Aid Office, paystubs, etc.

If you or anyone in your house has any questions about this process, please have them contact the ICC Finance Office at iccfinanceoffice@gmail.com or 734-662-4414 x108.