



CO-OP

## TO MEMBERS WHO WISH TO BE RELEASED FROM THEIR CONTRACT

### Please note the following ICC Standing Rules:

**5.14 AUTOMATIC RELEASE:** The exceptions for which members can automatically be released from their contract are the following (written documentation is always required). The Contract Release Committee shall review and approve all cases of automatic release.

- A) Draft: members can be released one month before their induction date into the armed forces.
- B) Flunked out of school and leaving Ann Arbor: the action must be initiated by the school. It cannot be the member's choice to withdraw from school.
- C) Uninhabitable Room: (see SR 15.8 Uninhabitable Rooms) (9\*42/97)
- D) Pregnancy: during the term of the contract.
- E) Debilitating illness or hospitalization that prohibits a member from living in the ICC. (33/07)
- F) Death.
- G) If the member's pet that was previously approved is removed by a vote. (33/07)

The ICC may release a member from obligation for the entirety (27/07) of the contract. The ICC generally does not grant releases outside of the automatic releases described in these rules except in the most unusual circumstances. Requests for release from ICC charges will be directed to the Contract Release Committee (see section 2.5). (?/89) (71/86). The Contract Release Committee shall notify the Director of Member Services and the General Manager when decisions are made. (48/05)

**5.15 RELEASE BY COMMITTEE:** Contract Release Committee and Emergency House Operations Team (EHOT) have the power to release a member from their contract. (29-08)

- A) In special cases, a member may be released from their contract by the Contract Release Committee of the ICC. Before the committee will consider any member for release, the member must first be released from house charges as described below in 5.16. All other procedures and requirements are subject to the policies of the Contract Release Committee.
- B) EHOT procedures are in SR 8.1.1.

**5.16 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 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. (32/05)

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### To be considered for release from your contractual obligations to the ICC, you must take the following steps:

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 required!** 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 Office.
    - b. A copy of the House Charges Release form.
    - c. A letter from a house officer (President, Keyholder, Treasurer, etc.) that supports your reason for leaving the co-op, preferably describing some efforts you put into recruiting a new member to replace you.
    - d. Any documents to support your decision to leave such as:
      - i. Medical documentation
      - ii. Financial documentation
      - iii. University or governmental documentation
    - e. 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 [crc@icc.coop](mailto:crc@icc.coop).

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 a month, please contact the Contract Release Committee at [crc@icc.coop](mailto:crc@icc.coop).