

CONTRACT RELEASE COMMITTEE POLICIES

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

1. Fill out a replacement request at the ICC office. If you are replaced you will also not be responsible for your future contract obligations. In general, you will not be released for any time before you requested replacement.
2. Have your individual house vote on releasing you from your house charges. Only your house can release you from house charges. 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 stating that you have been released from your house charges as of what date.
3. Write a letter to the ICC Contract Release Committee explaining why you want to break your contract. 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. Your name and house where you hold a contract.
 - d. The approximate date of your departure.
 - e. Date the letter.
 - f. Your contact information (future address, e-mail address, etc.).
 - g. Statement of your reasons for leaving.
 - h. 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.
 - i. Any documents to support your decision to leave such as:
 - i. Medical documentation
 - ii. Financial documentation
 - iii. University or governmental documentation
 - j. Any other relevant information.

Please note the following:

1. **AUTOMATIC RELEASE:** The exceptions for which members can automatically be released from obligation for their ICC charges are the following (written documentation is always required):
 - 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:

- D) Pregnancy: during the term of the contract.
- E) Death.

2. **COMMITTEE RELEASE:** The Contract Release Committee may release a member from obligation for the ICC portion of the contract. The ICC generally does not grant releases outside of the automatic releases except in the most unusual circumstances. Such circumstances might include a family emergency or a medical condition which requires dropping out of school or moving out of the ICC.

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 icc.crc@umich.edu.

All the documents need to be submitted to the ICC Office Attn: CRC, 337 E. William Street, Ann Arbor, MI 48104.