

ICC Austin

Contract Cancellation Policy

As approved by the Executive Director, and incorporating all changes through:

June 6, 2016

Revision History

Date	Author(s)	Summary of Changes
June 1, 2013	Donovan, Thogersen, Newcomer	Policy creation
July 15, 2014	Thogersen, Lassiter	Corrected terminology; removed unnecessary language
June 16, 2015	Thogersen	Added membership administrator to have cancellation authority; minor language tweaking
July 28, 2015	Lassiter	Staff title changes
June 2016	Thogersen	ICC changed to ICC Austin

Review History

Date	Reviewed by
June 2016	Thogersen, Lassiter, Hill

External Cross-references

Section(s)	Policy/Section Referenced
introduction	Early Termination Policy

Introduction

From time to time circumstances arise when, ICC Austin and a member may benefit from a mutual contract cancellation. Contract cancellations are expected to be rare events primarily for humanitarian reasons. The vast majority of members wishing to end a contract early are expected to follow the Early Termination Policy.

The purpose of this policy is to expedite the contract cancellation process in cases when it would be unkind, unfair, or unwise to follow the Early Termination Policy.

Definitions

- “Contract Cancellation” is the mutual termination of a member resident agreement.
- “Member Resident Agreement” is the contract that grants the right of occupancy in an ICC Austin house to a member.
- “Release” is a written agreement between ICC Austin and a member specifying the terms of the contract cancellation.

Policy

1. The Executive Director or Membership Director, may elect to cancel a member resident agreement only if one or more of the following apply:
 - ICC Austin’s inability, after a reasonable time to attain compliance or offer reasonable accommodation, to fulfill the member resident agreement obligations
 - the member’s death
 - the death of an immediate family member
 - serious medical problems
 - serious and credible threat to ICC Austin interests

Procedure

2. When possible, a member whose contract is being cancelled must sign a release and provide reasonable evidence of the circumstances.