



Release from Term of Service/Suspension Policy

Reasons for Release from Term of Service

The Member understands that he/she may be released for the following two reasons:

1. For "compelling personal circumstances" (as explained below)
2. For "cause" (as explained below)

Release from Term of Service due to "Compelling Personal Circumstance":

The Member has the primary responsibility for demonstrating that compelling personal circumstances prevent them from completing the term of service. The Member must submit a written or email request for termination for compelling personal circumstances to the College Access Corps Grant Manager or designee. If a member's compelling personal circumstance is medical related to them, they must also provide a note/letter from their doctor detailing their health issue. A Member who leaves the Program without obtaining a release for compelling personal circumstances is considered released for cause. The state Campus Compact Staff are responsible for determining whether a Member's personal circumstances are sufficiently compelling to justify issuance of an education award. The Member understands that, as a result of this action, they may only receive a portion of the education award for the actual time served. In order to be eligible for a portion of the education award, the Member must have served a minimum of 15% of the term of service.

"Compelling personal circumstances" include those that are beyond the Member's control, such as, but not limited to:

- a Member's disability or serious illness that make completing the term impossible;
- disability, serious illness, or death of a Member's family member if this makes completing the term unreasonably difficult or impossible;
- military service obligations; or
- conditions attributable to the Program or otherwise unforeseeable and beyond the Member's control, such as relocation of a spouse, natural disaster, a strike, or the non-renewal or premature closing of the project.

Compelling personal circumstances do not include leaving the Program:

- to enroll in school;
- to obtain employment; or
- because of dissatisfaction with the Program.



If the Member discontinues their term of service due to compelling personal circumstances, the Member will cease to receive benefits described in this Contract. If the Member discontinues due to acceptable compelling personal circumstances and has served more than 15% of the service hours, s/he may be eligible to receive a partial education award.

Release from Term of Service due to “Cause”:

A release for cause encompasses circumstances other than personal and compelling circumstances that warrant a Member’s release prior to completing the term of service. Members can be released from the Program for violating Standards of Conduct including violating Program policies and procedures. A Member is also considered released for “cause” if the Member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official.

If the Member is released for cause from their term of service, the Member will cease to receive benefits described in this Contract and will not be eligible to receive a full or partial education award.

Suspension to Investigate Situations that may Result in Release for Cause:

For serious allegations that may require the Supervisor and Program staff to conduct an investigation before determining if the Member should be released for cause, the Member may be suspended for up to 30 days. **The Supervisor must consult with the state Campus Compact Staff before suspending the Member.** During the suspension period, the Member's living allowance will be suspended but shall accrue and health insurance will continue. Child care benefits will be discontinued. Should the Member be reinstated with full rights, the living allowance that accrued during the suspension will be paid to the Member during the next scheduled pay period. If the final determination is that the Member should be released for cause, the Member will not receive the accrued living allowance or any portion of an education award based on the time served in the Program. If the Member has obtained loan forbearance, the CNCS will not pay any accrued interest, and the Member may be disqualified from future AmeriCorps service.