



**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2018 SEMESTER for First-Time Attending Students**

According to the Reciprocal Agreement, a first-time attending student is eligible once a year to transfer her/his housing contract without penalty between units that participate in the reciprocal program. First-time undergraduate students who have contracted with an eligible facility may cancel their 2018-2019 contract with their current facility without penalty through August 23, 2018, and move to the approved housing for Fall Semester 2018. All facilities must be eligible to participate in the 2018–2019 Reciprocal Program. Applications to move to or from an ineligible facility will be denied. The chart below outlines acceptable transfers:

URH UG Hall: University Residence Undergraduate Halls **PCH:** Private Certified Housing **HIO:** Housing Information Office

Options	Current Facility	Desired Facility	Qualified Representative	Approval Location
Option 1	URH UG Hall	PCH	PCH Manager	HIO
Option 2	PCH	URH UG Hall	HIO	HIO
Option 3	URH UG Hall	Greek Unit	Greek President	HIO
Option 4	Greek Unit	URH UG	HIO	HIO
Note: Moving from PCH to PCH (including Greek Unit) facility is not acceptable under this agreement.				

To apply for contract release under the Reciprocal Agreement, the student must:

1. Print the reciprocal application using Adobe PDF (2 pages) from www.housing.illinois.edu and follow the instructions.
2. Student applying for release complete section A. Section B must be completed by the Qualified Representative outlined above. Either:
 - 1) **The Certified Housing Manager, 2) Greek House President, or 3) Housing Information Office.**
3. The student applying for release under reciprocal (Student A) must then return their completed application and required documentation **no later than Thursday, August 23, 2018** by 5 p.m. to the Housing Information Office at 100 Clark Hall, 1203 S. Fourth St., Champaign, IL 61820-6982, Monday through Friday 8 a.m. to 5 p.m., Fax: (217) 244-7073 Email: certhsg@illinois.edu. **If this date falls on a weekend, the due date is the prior Friday during office hours.**
4. If the student turns in her/his reciprocal application and required documentation by the August 23 deadline, they will receive an email from Housing Information Office notifying them of the status of the application. Depending on where they currently live, the student needs to do the following:
 - a. Students approved for release who currently live in a University Residence Hall need to do nothing further; the Housing Information Office will automatically cancel their URH contract for the 2018-2019 academic year.
 - b. Students approved for release who currently live in a Private Certified Residence Hall or Greek Unit must contact their Hall Manager or House President upon approval of this agreement to notify them of the contract cancellation for Fall 2018 by August 23, 2018.
 - c. All students approved for release must vacate current facility by August 23, 2018.

Please call the Housing Information Office at (217) 333-1420 or email certhsg@illinois.edu prior to the deadline should you have any questions concerning the process.

NOTE: There are no extenuating circumstances. It is the responsibility of the student applying to have all required materials complete and on file by **August 23, 2018** by 5 p.m. at 100 Clark Hall for consideration. **If this date falls on a weekend, the due date is the prior Friday during office hours.** Incomplete applications will be denied.



Fall 2018 Reciprocal Agreement Application for First-Time Attending Students

The student who wishes to move is responsible for beginning the application process by completing Section A of the application. After completing Section A, the student should take this application to the facility in which s/he wishes to move and have a qualified representative complete Section B. Qualified representatives are indicated in the instruction chart on page 1 of this application. Once the qualified representative has completed Section B, the student should submit this completed application to 100 Clark Hall for review. Incomplete applications will not be considered.

A. Student A Information (student applying to be released)
Last Name: _____ First Name: _____ UIN: _____
Local Phone: _____ NetID: _____
Current Campus Unit & Address: _____
Requested Housing Unit (where Student A wishes to move): _____
New Housing Unit Address: _____
Signature: _____

B. Qualified Representative from Housing Unit
Name: _____ Phone: _____
Signature: _____ Date: _____

Return Completed form by August 23, 2018 to:

Please note the Housing Information Office is open 8 a.m. to 5 p.m. Monday through Friday. If this date falls on a weekend, the due date is the prior Friday during office hours.

Housing Information Office
100 Clark Hall
1203 S. Fourth St.
Champaign, IL 61820-6982

For Office Use Only:
Approved [] Denied [] Pending []
House Eligible [] Member In House [] Only Reciprocal []
Reason: _____
Signature: _____ Date: _____
PCH DB [] Letter E-Mailed [] StarRez Cancelled [] Credit Issued [] Heartland []