PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2017 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 2017-2018 contract with their current facility without penalty through August 24, 2017, and move to the approved housing for fall semester 2017. All facilities must be eligible to participate in the 2017-2018 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

<table>
<thead>
<tr>
<th>Options</th>
<th>Current Facility</th>
<th>Desired Facility</th>
<th>Qualified Representative</th>
<th>Approval Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>URH UG Hall</td>
<td>PCH</td>
<td>PCH Manager</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 2</td>
<td>PCH</td>
<td>URH UG Hall</td>
<td>HIO</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 3</td>
<td>URH UG Hall</td>
<td>Greek Unit</td>
<td>Greek President</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 4</td>
<td>Greek Unit</td>
<td>URH UG</td>
<td>HIO</td>
<td>HIO</td>
</tr>
</tbody>
</table>

*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 24, 2017** by 5pm to the Housing Information Office at 100 Clark Hall, 1203 S. Fourth St., Champaign, IL 61820-6982 M-F 8am to 5pm, Fax: 217-244-7073 E-Mail: 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 24th 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 2017-2018 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 2017 by August 24, 2017.
   c. All students approved for release must vacate current facility by August 24, 2017

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 24, 2017** by 5pm 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 2017 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:  __________________________________________________  Telephone:   ______________________________

Signature:  ____________________________________________________________  Date:  ______________________

Return Completed form by August 24, 2017 to:

Please note the Housing Information Office is open 8am to 5pm 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 South Fourth Street
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  □