

UNIVERSITY OF ILLINOIS  
U r b a n a - C h a m p a i g n



**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING  
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2018 SEMESTER for Continuing Students**

According to the Reciprocal Agreement, a continuing student is eligible once a year to transfer her/his housing contract without penalty between units that participate in the reciprocal program. Returning undergraduate UIUC students who are on campus before fall 2018 may cancel their 2018-2019 contract with their current facility without penalty through May 15, 2018, and move to the approved housing for fall semester 2018. All facilities must be eligible to participate in the 2018-2019 Reciprocal Program. Graduate and Upper Division Residence Halls do not participate in the 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
<i><b>Note:</b> Moving from PCH to PCH (including Greek Unit) facility is not acceptable under this agreement.</i>				

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](http://www.housing.illinois.edu) and follow the instructions.
2. Student applying for release complete section A. Section B must be completed by 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 Tuesday, May 15, 2018** 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](mailto: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 May 15 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 the University Residence Halls 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 May 19, 2018.

Please call the Housing Information Office at 217-333-1420 or email [certhsg@illinois.edu](mailto: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 **May 15, 2018** 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.

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**Fall 2018 Reciprocal Agreement Application for Continuing 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 **May 15, 2018** 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