

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING  
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2020 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 2020-2021 contract with their current facility without penalty through August 20, 2020, and move to the approved housing for Fall Semester 2020. All facilities must be eligible to participate in the 2020-2021 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
<b>Note:</b> 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](http://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 by **no later than 5 p.m. on Thursday, August 20, 2020** 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](mailto:certhsg@illinois.edu).
4. If the student turns in her/his reciprocal application and required documentation by the August 20 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 2020-2021 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 2020 by August 20, 2020.
  - c. All students approved for release must vacate current facility by August 20, 2020.

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 **no later than 5 p.m. on Thursday, August 20, 2020** at 100 Clark Hall for consideration. Incomplete applications will be denied.

# **I ILLINOIS**

## Private Certified Housing

### Fall 2020 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.

<b>A. Student A Information (student applying to be released)</b>		
Last Name: _____	First Name: _____	UIN: _____
Phone #: _____	NetID: _____	
Current Campus Unit: _____		
Current Campus Unit Address: _____		
Requested Housing Unit (where Student A wishes to move): _____		
Requested Housing Unit Address: _____		
Signature: _____		

<b>B. Qualified Representative from Housing Unit</b>	
Name: _____	Phone #: _____
E-Mail Address: _____	
Signature: _____	Date: _____

**Return Completed form by no later than 5 p.m. on Thursday, August 20, 2020 to:**

Please note the Housing Information Office is open 8 a.m. to 5 p.m. Monday through Friday.	Housing Information Office 100 Clark Hall 1203 S. Fourth St. Champaign, IL 61820-6982
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<b>For Office Use Only:</b>	
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
<input type="checkbox"/> <b>House Eligible</b>	<input type="checkbox"/> <b>Member In House</b>
<input type="checkbox"/> <b>Pending</b>	
<input type="checkbox"/> <b>Only Reciprocal</b>	
Reason: _____	
Signature: _____ Date: _____	
<input type="checkbox"/> PCH DB 1	<input type="checkbox"/> PCH DB 2
<input type="checkbox"/> Letter E-Mailed	<input type="checkbox"/> StarRez Cancelled
<input type="checkbox"/> Credit Issued	<input type="checkbox"/> Heartland