

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2022 SEMESTER for Continuing Students**

According to the Reciprocal Agreement, a continuing student is eligible once a year to transfer their housing contract without a contract cancellation fee between units that participate in the Reciprocal Program. Returning undergraduate UIUC students who are on campus before Fall 2022 may cancel their 2022-2023 contract with their current facility without a contract cancellation fee through May 15, 2022, and move to the approved housing for the Fall 2022 semester, assuming both the facility the student is leaving and the facility the student wishes to move to are both eligible to participate in the 2022-2023 Reciprocal Program and the application is approved. 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. Greek facilities are allowed 2 approved reciprocal applications per semester. The chart below outlines acceptable transfers.

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

Option	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 a 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 completes section A. Section B must be completed by either **The Certified Housing Manager, Greek House President, or Housing Information Office.**
3. The student applying for release under reciprocal (Student A) must submit their completed application and required documentation in person to the Housing Information Office at 100 Clark Hall, 1203 S. Fourth St., Champaign, IL 61820-6982, between the hours of 8 a.m. to 5 p.m. Monday through Friday, or by email at certhsg@illinois.edu. The deadline to submit the application is **5 p.m. on Sunday, May 15, 2022. If this date falls on a weekend, the due date is the prior Friday during office hours.**
4. If the student turns in their reciprocal application and required documentation by the May 15 deadline, they will receive an email from the 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 2022-2023 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 2022 by May 19, 2022.

Please contact 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 5 p.m. on **May 15, 2022** 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.

ILLINOIS

Private Certified Housing

Fall 2022 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 be denied.

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

B. Qualified Representative from Requested Housing Unit	
Name: _____	Phone #: _____
E-Mail Address: _____	
Signature: _____	Date: _____

Return completed form by no later than 5 p.m. on Sunday, May 15, 2022 to:

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