

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
 UNDER THE RECIPROCAL AGREEMENT FOR FALL 2019 SEMESTER FOR CONTINUING STUDENTS**

According to the Reciprocal Agreement, a continuing student is eligible once a year to transfer their housing contract without penalty between units that participate in the reciprocal program. Returning undergraduate students who are on campus before Fall 2019 may cancel their 2019–2020 contract with their current facility without penalty through May 15, 2019 and move to approved housing for fall semester 2019. All facilities must be eligible to participate in the 2019–2020 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
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 Form 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 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 Wednesday, May 15, 2019** by 5 p.m. to the Housing Information Office at 100 Clark Hall, 1203 S. Fourth St., Champaign, IL 61820-6982 during regular office hours (Monday through Friday from 8 a.m. to 5 p.m.) or Fax: 217-244-7073 or 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 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 2019–2020 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 2019 by May 19, 2019.

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 **May 15, 2019** 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 2019 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 where they wish 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: _____
Phone #: _____	NetID: _____	
Current Campus Unit: _____		
Current Campus Unit Address: _____		
Requested Housing Unit (where Student A wishes to move): _____		
Requested Housing Unit Address: _____		
Signature: _____		

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

Return Completed Form by May 15, 2019 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 <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 E-Mailed <input type="checkbox"/> StarRez Cancelled <input type="checkbox"/> Credit Issued <input type="checkbox"/> Heartland	