

PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING UNDER THE RECIPROCAL AGREEMENT FOR SPRING SEMESTER 2019

According to the Reciprocal Agreement, a new student is eligible once a year to transfer her/his housing contract without contract settlement charge between units that are eligible to participate in the reciprocal program. The chart below outlines acceptable transfers:

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

	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 Hall	HIO	HIO

In order to be eligible for release under this reciprocal provision, the student (Student A) transferring under reciprocal must be replacing a student (Student B) leaving the housing unit where Student A wishes to move. Please note that moves between PCH and Greek units or PCH units and Graduate Upper Division Residence Halls are not part of the reciprocal agreement. The student leaving the housing unit (Student B) must be leaving for one of the reasons listed below and provide the corresponding required documentation. Applications without documentation will not be considered.

Permissible Reasons	Required Documentation
Graduation	Letter from department or college
Internship or Cooperative Program	Letter from employer indicating beginning of term of employment out of the C-U area
Marriage	Marriage license
Military Service	Letter of deployment
Reciprocal transfer to URH	Proof of University Residence Hall contract for appropriate semester
Student Teaching or Field Study	Letter from department confirming student teaching or field study out of the C-U area
Study Abroad Program	Letter from department or institution confirming participation in study abroad program
Withdrawal from the University	Copy of withdrawal form

To apply for contract release under the Reciprocal Agreement the student (Student A) must:

1. Print the reciprocal application using Adobe PDF (2 pages) from www.housing.illinois.edu and follow the instructions.
2. Student A applying for release completes section A. Sections B & C must be completed by either:
 - 1) the **Certified Housing Manager** 2) **Greek House President** or 3) **Housing Information Office**. **These qualified representatives must attach the required documentation (see examples above) that supports the reason the student (Student B) is leaving the certified unit.** The student (Student B) in cooperation with the house president or manager of the certified unit helps to complete sections B and C and provides required documentation.
3. The student applying for release under reciprocal (Student A) must then return their completed application and required documentation **no later than Thursday, November 15, 2018** by 5pm to:

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
4. If the student turns in her/his reciprocal application and required documentation by the November 15 deadline, they will receive an email from Housing Information Office notifying them of the status of the application. Depending on where they currently lives the student needs to do the following:
 - a) Students approved for release who currently live in the University Undergraduate Residence Halls need to do nothing further; the Housing Information Office will cancel their URH contract. If an approved student changes their mind and decides they does not want to cancel their contract, they must contact the Housing Information Office prior to Friday, November 24, 2018. Students are responsible for checking out and returning the keys with the area office at the end of the semester.
 - 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 Spring 2019 by November 24, 2018.

Please call the Housing Information Office at 217-333-1420 or email certhsg@illinois.edu prior to the deadlines should you have any questions concerning the process.

NOTE: There are no extenuating circumstances. It is the responsibility of the student applying (Student A) to have all required documentation complete and on file by **November 15, 2018** by 5pm at 100 Clark Hall for consideration.

SPRING 2019 RECIPROCAL AGREEMENT APPLICATION

The student who wishes to move, Student A, is responsible for completing Section A of the application. After completing Section A, Student A should take this application to the facility in which s/he wishes to move and have a qualified representative complete Sections B and C. Qualified representatives are indicated in the instruction chart on page 1 of this application. Once the qualified representative has completed Sections B and C and has attached the required documentation from Student B, Student A must 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. Student B Information (Student being replaced by Student

Last Name: _____ First Name: _____ UIN: _____

Current Campus Unit & Address: _____

Local Phone: _____ NetID: _____

Reason for requesting to leave current housing unit
(must be one of the 9 reasons listed on instruction page): _____

The required documentation that supports approved reason for release is attached.

C. Qualified Representative from Housing Unit

Name: _____ Telephone: _____

Signature: _____ Date: _____

Return Completed form by November 15, 2018 by 5pm to: Housing Information Office
100 Clark Hall
1203 South Fourth Street
Champaign, IL 61820-6982

Please note the Housing Information Office is open 8am to 5pm
Monday through Friday.

For Office Use Only:

Approved Denied Pending

House Eligible Member In House Documentation Only Reciprocal

Reason: _____

Signature: _____ Date: _____

PCH DB Letter E-Mailed StarRez Cancelled Credit Issued V.O.