

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR SPRING SEMESTER 2020**

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:

	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	D.A.R.S. report or a 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	Post decision letter from the My Study Abroad website
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, 2019** 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 live 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 23, 2019. 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 2020 by November 23, 2019.

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, 2019** by 5pm at 100 Clark Hall for consideration.

SPRING 2020 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: _____

Phone #: _____ NetID: _____

Current Campus Unit: _____

Requested Housing Unit
(where Student A wishes to move): _____

Signature: _____

B. Student B Information (Student being replaced by Student A)

Last Name: _____ First Name: _____ UIN: _____

Phone #: _____ NetID: _____

Current Campus Unit: _____

Reason for requesting to leave current housing unit (must be one of the eight reasons listed on instruction page):
_____. The required documentation is attached.

C. Qualified Representative from Housing Unit

Name: _____ Phone #: _____

E-Mail Address: _____

Signature: _____ Date: _____

Return Completed form by <u>November 15, 2019</u> by 5pm to:	Housing Information Office
<u>Please note the Housing Information Office is open 8am to 5pm Monday through Friday.</u>	100 Clark Hall
	1203 South Fourth Street
	Champaign, IL 61820-6982

For Office Use Only:

Approved Denied Pending

House Eligible Member In House Documentation Only Reciprocal

Reason: _____

Signature: _____ Date: _____

PCH DB 1 PCH DB 2 Letter E-Mailed StarRez Cancelled Credit Issued V.O.