

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING  
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2023 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 2023 may cancel their 2023-2024 contract with their current facility without a contract cancellation fee through May 15, 2023, and move to the approved housing for the Fall 2023 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 2023-2024 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
<b>Note:</b> 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](http://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](mailto:certhsg@illinois.edu). The deadline to submit the application is **5 p.m. on Monday, May 15, 2023. If May 15<sup>th</sup> falls on a weekend, please note the office hours of operations to meet the deadline as published.**
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 2023-2024 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 2023 by May 19, 2023.

Please contact 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 5 p.m. on **May 15, 2023**, 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.

# **I** ILLINOIS

## Private Certified Housing

### Fall 2023 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 Monday, May 15, 2023, to:

Please note the Housing Information Office is open 8 a.m. to 5 p.m. Monday through Friday. **If May 15<sup>th</sup> falls on a weekend, please note the office hours of operation to meet the deadline as published.**

Housing Information Office  
100 Clark Hall  
1203 S. Fourth St.  
Champaign, IL 61820-6982  
[certhsg@illinois.edu](mailto:certhsg@illinois.edu)

#### For Office Use Only:

Approved  Denied  Pending

House Eligible  Member In House  Only Reciprocal

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PCH DB 1  PCH DB 2  Letter Emailed  StarRez Cancelled  Credit Issued  Heartland