

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2024 SEMESTER for First-Time Attending Students**

According to the Reciprocal Agreement, a first-time attending student is eligible once a year to transfer their housing contract without a contract cancellation fee between units that participate in the reciprocal program. First-time undergraduate students who have contracted with an eligible facility may cancel their 2024-2025 contract with their current facility without a contract cancellation fee through August 22, 2024, and move to the approved housing for Fall 2024 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 2024-2025 Reciprocal Program and the application is approved. All facilities must be eligible to participate in the 2024-2025 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. 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

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 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 then return 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 Thursday, August 22, 2024. If August 22nd falls on a weekend, please note the office hours of operation to meet the deadline as published.**
4. If the student turns in their reciprocal application and required documentation by the August 22 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 a University Residence Hall need to do nothing further; the Housing Information Office will automatically cancel their URH contract for the 2024-2025 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 2024 by August 22, 2024.
 - c. All students approved for release must vacate their current facility by August 22, 2024.

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 **August 22, 2024**, at 100 Clark Hall for consideration. **If August 22nd falls on a weekend, please note the office hours of operation to meet the deadline as published.** Incomplete applications will be denied.

I ILLINOIS

Private Certified Housing

Fall 2024 Reciprocal Agreement Application for First-Time Attending 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: _____	
Phone #: _____ NetID: _____	
Current Campus Housing Unit: _____	
Requested Housing Unit (Where Student A wishes to move): _____	
If you are requesting to move to University Housing, you must complete a University Housing contract before submitting your reciprocal application.	
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 Thursday, August 22, 2024 to:

Please note the Housing Information Office is open 8 a.m. to 5 p.m. Monday through Friday. If August 22nd 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
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For Office Use Only:	
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending <input type="checkbox"/> Cancelled <input type="checkbox"/>	
House Eligible <input type="checkbox"/> Member In House <input type="checkbox"/> Student's 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"/> Meal Plan Cancelled <input type="checkbox"/>	