PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING UNDER THE RECIPROCAL AGREEMENT FOR SPRING 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 for Fall 2022 may cancel their 2022-2023 contract with their current facility without a contract cancellation fee through November 15, 2022 and move to the approved housing for the Spring 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 2022-2023 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Current Facility</th>
<th>Desired Facility</th>
<th>Qualified Representative</th>
<th>Approval Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>URH UG Hall</td>
<td>PCH</td>
<td>PCH Manager</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 2</td>
<td>PCH</td>
<td>URH UG Hall</td>
<td>HIO</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 3</td>
<td>URH UG Hall</td>
<td>Greek Unit</td>
<td>Greek President</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 4</td>
<td>Greek Unit</td>
<td>URH UG</td>
<td>HIO</td>
<td>HIO</td>
</tr>
</tbody>
</table>

Note: Moving from a PCH to PCH (including Greek Unit) facility is not acceptable under this agreement.

In order to be eligible for release under this reciprocal provision, the student transferring under reciprocal (Student A) must be replacing a student (Student B) leaving the housing unit where Student A wishes to move. 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.

<table>
<thead>
<tr>
<th>Permissible Reasons</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation</td>
<td>D.A.R.S. report or a letter from department or college</td>
</tr>
<tr>
<td>Internship or Cooperative Program</td>
<td>Letter from employer indicating beginning of term of employment out of the C-U area</td>
</tr>
<tr>
<td>Marriage</td>
<td>Marriage license</td>
</tr>
<tr>
<td>Military Service</td>
<td>Letter of deployment</td>
</tr>
<tr>
<td>Reciprocal transfer to URH</td>
<td>Proof of University Residence Hall contract for appropriate semester</td>
</tr>
<tr>
<td>Student Teaching or Field Study</td>
<td>Letter from department confirming student teaching or field study out of the C-U area</td>
</tr>
<tr>
<td>Study Abroad Program</td>
<td>Screenshot of Study Abroad homepage showing Status as Committed, Dates of Program, the Students Full Name</td>
</tr>
<tr>
<td>Withdrawal from the University</td>
<td>Copy of a withdrawal form signed the college or Dean of Students Office</td>
</tr>
</tbody>
</table>
PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR SPRING 2023 SEMESTER for Continuing Students (continued)

To apply for contract release under the Reciprocal Agreement the student must:

1. Print the reciprocal application using Adobe PDF (3 pages) from www.housing.illinois.edu and follow the instructions.

2. Student applying for release (Student A) completes section A. Sections B and C must be completed by either The Certified Housing Manager, Greek House President, or Housing Information Office. The qualified representative must attach documentation (see examples above) that supports the reason the Student B is leaving the certified unit. 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 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 Tuesday, November 15, 2022. If November 15th 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 November 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 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 do not want to cancel their contract, they must contact the Housing Information Office prior to Friday, November 19, 2022. 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 2023 by November 19, 2022.

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 November 15, 2022, at 100 Clark Hall for consideration. If November 15th falls on a weekend, please note the office hours of operation to meet the deadline as published. 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. Student B Information (student leaving housing unit)

Last Name: ___________________________  First Name: __________________________  UIN: __________________

Phone #: _____________________________  NetID: _____________________________

Current Campus Housing 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 Requested Housing Unit

Name: _________________________________  Phone #: _______________________________

E-Mail Address: _________________________________________________________________________________

Signature: _____________________________________________________________________________________________  Date: ________________________________

---

Return completed form by no later than 5 p.m. on Tuesday, November 15, 2022, to:

Please note the Housing Information Office is open 8 a.m. to 5 p.m. Monday through Friday. If November 15th 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:  

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

House Eligible | Member In House | Only Reciprocal

Reason: ____________________________________________

Signature: ____________________________________________  Date: ________________________________

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