

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2020 SEMESTER for Continuing Students**

According to the Reciprocal Agreement, a continuing student is eligible once a year to transfer her/his housing contract without penalty between units that participate in the Reciprocal Program. Returning undergraduate UIUC students who are on campus before Fall 2020 may cancel their 2020-2021 contract with their current facility without penalty through May 15, 2020, and move to the approved housing for the Fall 2020 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 2020-2021 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. 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
<i>Note: Moving from a PCH to PCH (including Greek Unit) facility is not acceptable under this agreement.</i>				

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:
1) **The Certified Housing Manager** 2) **Greek House President** or 3) **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, by fax at 217-244-7073, or by email at certhsg@illinois.edu. The deadline to submit the application is **5 p.m. on Friday, May 15, 2020. If this date falls on a weekend, the due date is the prior Friday during office hours.**
4. If the student turns in her/his 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 2020-2021 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 2020 by May 19, 2020.

Please call 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 **May 15, 2020** 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 2020 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 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. Qualified Representative from Housing Unit

Name: _____ Telephone: _____
Signature: _____ Date: _____

Return Completed form by **May 15, 2020** to:

Housing Information Office
100 Clark Hall
1203 South Fourth Street
Champaign, IL 61820-6982

Please note that the Housing Information Office is open 8 a.m. to 5 p.m., Monday through Friday. **If the application due date falls on a weekend, the application must be submitted by 5 p.m. on the prior Friday.**

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