

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR SPRING 2024 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 2023 may cancel their 2023-2024 contract with their current facility without a contract cancellation fee through November 15, 2023 and move to the approved housing for the Spring 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 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
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.

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	Screenshot of Study Abroad homepage showing Status as Committed, Dates of Program, the Students Full Name
Withdrawal from the University	Copy of a withdrawal form signed the college or Dean of Students Office

**PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR SPRING 2024 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 Wednesday, November 15, 2023. 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 Monday, November 20, 2023. 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 2024 by November 20, 2023.

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, 2023**, 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.

ILLINOIS

Private Certified Housing

Spring 2024 Reciprocal Agreement Application for Continuing Students

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 be denied.

<p>A. Student A Information (student applying to move)</p> <p>Last Name: _____ First Name: _____ UIN: _____</p> <p>Local Phone: _____ NetID: _____</p> <p>Current Campus Housing Unit: _____</p> <p>Requested Housing Unit (where Student A wishes to move): _____</p> <p>Signature: _____</p>
<p>B. Student B Information (student leaving housing unit)</p> <p>Last Name: _____ First Name: _____ UIN: _____</p> <p>Phone #: _____ NetID: _____</p> <p>Current Campus Housing Unit: _____</p> <p>Reason for requesting to leave current housing unit (must be one of the eight reasons listed on instruction page): _____. <u>The required documentation is attached.</u></p>
<p>C. Qualified Representative from Requested Housing Unit</p> <p>Name: _____ Phone #: _____</p> <p>E-Mail Address: _____</p> <p>Signature: _____ Date: _____</p>

Return completed form by no later than 5 p.m. on Wednesday, November 15, 2023, to:

<p>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.</p>	<p>Housing Information Office 100 Clark Hall 1203 S. Fourth St. Champaign, IL 61820-6982 certhsg@illinois.edu</p>
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<p>For Office Use Only:</p> <p style="text-align: center;">Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/> House Eligible <input type="checkbox"/> Member In House <input type="checkbox"/> Only Reciprocal <input type="checkbox"/></p> <p>Reason: _____</p> <p>Signature: _____ Date: _____</p> <p>PCH DB 1 <input type="checkbox"/> PCH DB 2 <input type="checkbox"/> Letter Emailed <input type="checkbox"/> StarRez Cancelled <input type="checkbox"/> Meal Plan Cancelled <input type="checkbox"/> Credits Issued <input type="checkbox"/></p>
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