PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING UNDER THE RECIPROCAL AGREEMENT FOR FALL 2017 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 2017 may cancel their 2017-2018 contract with their current facility without penalty through May 15, 2017, and move to the approved housing for fall semester 2017. All facilities must be eligible to participate in the 2017-2018 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:

<table>
<thead>
<tr>
<th>Options</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 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 complete 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 no later than Friday, May 15, 2017 by 5pm to the Housing Information Office at 100 Clark Hall, 1203 S. Fourth St., Champaign, IL 61820-6982 M-F 8am to 5pm, Fax: 217-244-7073 E-Mail: certhsg@illinois.edu. 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 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 2017-2018 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 2017 by May 19, 2017.

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 May 15, 2017 by 5pm 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.
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 not be considered.

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, 2017 to:

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

For Office Use Only:

Approved ☐  Denied ☐  Pending ☐

House Eligible ☐  Member In House ☐  Only Reciprocal ☐

Reason: ___________________________________________
Signature: ___________________________________________  Date: ________________________________

PCH DB ☐  Letter E-Mailed ☐  StarRez Cancelled ☐  Credit Issued ☐  Heartland ☐