PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING
UNDER THE RECIPROCAL AGREEMENT FOR FALL 2022 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 2022-2023 contract with their current facility without a contract cancellation fee through August 18, 2022 and move to the approved housing for Fall 2022 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. All facilities must be eligible to participate in the 2022-2023 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

<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>
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<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](http://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 18, 2022. If this date falls on a weekend, the due date is the prior Friday during office hours.

4. If the student turns in their reciprocal application and required documentation by the August 18 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 2022-2023 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 2022 by August 18, 2022.
   
   c. All students approved for release must vacate their current facility by August 18, 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 August 18, 2022 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.

Phone (217) 333-1420
E-Mail certhsg@illinois.edu • http://www.certified.housing.illinois.edu
Fall 2022 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): __________________________________________________________________________

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 18, 2022 to:

Please note 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.

Housing Information Office
100 Clark Hall
1203 S. Fourth St.
Champaign, IL 61820-6982

For Office Use Only:

Approved ☐  Denied ☐  Pending ☐

House Eligible ☐  Member In House ☐  Only Reciprocal ☐

Reason: ________________________________________________________________________________________________

Signature: _____________________________________________________________ Date: ____________________________

PCH DB 1 ☐  PCH DB 2 ☐  Letter E-Mailed ☐  StarRez Cancelled ☐  Credit Issued ☐  Heartland ☐