PROCEDURES FOR RELEASE FROM CERTIFIED HOUSING UNDER THE RECIPROCAL AGREEMENT FOR SPRING SEMESTER 2019

According to the Reciprocal Agreement, a new student is eligible once a year to transfer her/his housing contract without contract settlement charge between units that are eligible to participate in the reciprocal program. 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>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>
</tr>
<tr>
<td>Option 2</td>
<td>PCH</td>
<td>URH UG Hall</td>
<td>HIO</td>
</tr>
<tr>
<td>Option 3</td>
<td>URH UG Hall</td>
<td>Greek Unit</td>
<td>Greek President</td>
</tr>
<tr>
<td>Option 4</td>
<td>Greek Unit</td>
<td>URH UG Hall</td>
<td>HIO</td>
</tr>
</tbody>
</table>

In order to be eligible for release under this reciprocal provision, the student (Student A) transferring under reciprocal must be replacing a student (Student B) leaving the housing unit where Student A wishes to move. Please note that moves between PCH and Greek units or PCH units and Graduate Upper Division Residence Halls are not part of the reciprocal agreement. 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>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>Letter from department or institution confirming participation in study abroad program</td>
</tr>
<tr>
<td>Withdrawal from the University</td>
<td>Copy of withdrawal form</td>
</tr>
</tbody>
</table>

To apply for contract release under the Reciprocal Agreement the student (Student A) must:

1. Print the reciprocal application using Adobe PDF (2 pages) from www.housing.illinois.edu and follow the instructions.

2. Student A applying for release completes section A. Sections B & C must be completed by either:
   1) the Certified Housing Manager 2) Greek House President or 3) Housing Information Office. These qualified representatives must attach the required documentation (see examples above) that supports the reason the student (Student B) is leaving the certified unit. The student (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 then return their completed application and required documentation no later than Thursday, November 15, 2018 by 5pm to:

   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

4. If the student turns in her/his reciprocal application and required documentation by the November 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 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 24, 2018. 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 2019 by November 24, 2018.

Please call the Housing Information Office at 217-333-1420 or email certhsg@illinois.edu prior to the deadlines should you have any questions concerning the process.

NOTE: There are no extenuating circumstances. It is the responsibility of the student applying (Student A) to have all required documentation complete and on file by November 15, 2018 by 5pm at 100 Clark Hall for consideration.
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 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. Student B Information (Student being replaced by Student)

Last Name: ___________________ First Name: ___________________ UIN: ___________________

Current Campus Unit & Address: ________________________________________________________________

Local Phone: ___________________ NetID: ___________________

Reason for requesting to leave current housing unit (must be one of the 9 reasons listed on instruction page): ________________________________________________________________

☐ The required documentation that supports approved reason for release is attached.

C. Qualified Representative from Housing Unit

Name: ______________________ Telephone: ______________________

Signature: ___________________________ Date: ______________________

Return Completed form by November 15, 2018 by 5pm to: Housing Information Office

100 Clark Hall

1203 South Fourth Street

Champaign, IL 61820-6982

Monday through Friday.

For Office Use Only:

Approved ☐ Denied ☐ Pending ☐

House Eligible ☐ Member In House ☐ Documentation ☐ Only Reciprocal ☐

Reason: ________________________________________________________________

Signature: ___________________________ Date: ______________________

PCH DB ☐ Letter E-Mailed ☐ StarRez Cancelled ☐ Credit Issued ☐ V.O. ☐