



Canterbury College

Student Residence Handbook 2022-2023



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Welcome!

Welcome to Canterbury College Student Residence! As you arrive from Canada and around the world, you have made the right choice for a place to live, study, and make new friends. Canterbury College is a place for serious students who have definite academic goals in mind and are here to achieve them. I have always believed that students should learn at least as much from their peers as from their professors. It is the conversations that take place over dinner or after hours that are just as important to the university experience as formal lectures. These are the conversations and experiences that cement lifelong friendships. The objective of Canterbury College is to provide the kind of living environment where our students can achieve their academic goals, while still developing as a person in their social skills and spiritual foundation. Canterbury College is affiliated with the Anglican Church of Canada, but students of all faiths are welcome.



A prominent feature of the Canterbury Culture is the opportunity to get to know one another through joint dinners or other such events held weekly for all residents to share companionship and make new friends. In addition, the Principal will work with the Head of College, General Manager Shelley Bolger, and the Chaplain Cynthia Connell to arrange other group activities throughout the fall and winter semesters.

Each of our shared-housing units (this is for apts as well) is headed by a Head of House, and they in turn report to our Head of College. These people have the responsibility of putting into effect our plans, hopes, and dreams for Canterbury College. This Student Resident Handbook summarizes the duties and responsibilities expected of you. Read this Handbook carefully and see especially the pages near the end on Resident's Charter of Rights and Responsibilities, coupled with Major and Minor infractions. These provide the rules by which we live.

Best wishes for success in your studies and other activities during the coming academic year.

Gordon Drake,
Principal, and Professor of Physics (Emeritus)

Our Mission

Canterbury College is an independent academic and residential institution. The College was founded in 1957, and is affiliated with the University of Windsor and the Anglican Church of Canada.

Our philosophy is to create and provide a community to facilitate academic excellence and social development for our residents.

Our relationship among ourselves is to be characterized by respect for all people, in a community that exhibits a spirit of mutual support and achievement.

Our aim is to develop the complete person: mind, body, and spirit. With these goals in mind, we provide the following guidelines for the welfare of all.

About Canterbury College

Canterbury College is a not-for-profit charitable corporation in the business of providing education and residence opportunities for students of all ages. As an affiliate college of the University of Windsor, Canterbury plays an important role in the recruitment of students, both international and domestic. The following are some of the major functions and accomplishments of Canterbury College:

- Seek to provide an environment conducive to the development of the complete person - mind, body and spirit.
- Promote a positive academic environment where learning at all levels thrives through the creation of courses, and through maintenance and operation of university residence.
- Offer opportunities to excel academically, meet new friends, and live in a supportive residence environment in a home away from home while attending University.

Canterbury Residence

Canterbury College offers different types of accommodation to mature students studying at the University of Windsor who are looking for somewhere they can focus on and work toward achieving their academic and professional goals. Canterbury College owns seven houses featuring furnished single rooms, two apartment buildings, and one complex which has a combination of individual apartments and group living accommodations.

Our shared, single-gendered houses provide excellent accommodation, having a warm homelike atmosphere for residents. Residents share common areas, including fully equipped kitchens, bathrooms, laundry rooms, and living areas. Multiple refrigerators and freezers ensure each student has adequate storage space for individual food preferences, and a modern onsite laundry room in each house makes keeping up with laundry convenient! Each resident has their own private bedroom with a bed, dresser, desk, chair, and closet. Our aim is to provide a supportive community environment where students can realize their academic and professional potential. Each house has a Head of House providing mentorship and adherence to College rules. Canterbury Residences are just a few minutes walking distance from the University campus, making getting to and from classes super convenient. Each house is also equipped with its own WiFi connection.

Our apartment buildings Geoffrey Fisher Hall (GFH), Parker House Suites, and Canterbury Commons (new build) are also conveniently located for all students. All apartments are unfurnished units that rent on one-year leases. All apartments in GFH and Parker are one-bedroom, while Canterbury Commons is a mixture of one-bedroom and studio units. All utilities as well as Basic Wi-Fi (upgraded Wi-Fi can be arranged independently with the provider of your choice) are included in your monthly rent, and laundry facilities are on-site in each building.

On-site parking is available for all residents of Canterbury College at a discounted cost.

Chaplaincy

Canterbury College is affiliated with the Anglican Church of Canada. Our Chaplain provides spiritual and emotional support to residents of Canterbury College and to the broader campus community at the University of Windsor.

Cynthia Connell is our Chaplain here at Canterbury College, as well as a member of the University of Windsor's Chaplaincy Network. Chaplaincy can include a supportive presence, listening space, casual conversation, spiritual discussion, prayer, individual counselling, assistance with conflict resolution, support with family matters or emergencies and help with engagement in the community on and off campus.

You will see Cynthia at Chaplaincy-sponsored student events, house meetings and various spiritual services and events at Canterbury and on Campus.

Cynthia is available during office hours or for emergencies 24/7. Please stop by the Chaplain's office in the administration office anytime to say hello or send Cynthia a text or an email at 519-981-9603 or cynthia.connell@uwindsor.ca!

Where You Can Find Canterbury Staff

2500 University Avenue West,
Windsor, Ontario, Canada, N9B 3Y2
519-971-3646
canter@uwindsor.ca
www.uwindsor.ca/canterbury



Canterbury College Office Hours

Staff will be in the office Monday thru Thursday 9:00am – 4:00pm

Principal , Dr. Gordon Drake	519-253-3000 x5041
Chaplain , Cynthia Connell	519-253-3000 x4950
General Manager , Shelley Bolger	519-253-3000 x4949
Residence Coordinator , Brenda Smith	519-253-3000 x4948
Bookkeeping , Lee Ann Mitchell	519-253-3000 x4945
Maintenance	519-999-0648
Dave Morand/ Nizar Romeah	
Housekeeping	
Lee Ann Terry/ Karly Wickens	

Who is in Residence?

Student Head of College
519-819-7641

Deputy Head of College
226-347-1631

Head of House

The Heads' of House are students who provide a leadership role in their house. The Head of House helps to enforce the Canterbury rules and standards so that you can sleep, study and socialize comfortably. Heads of House, along with the Head of College, also organize meetings and social events which will give you the opportunity to meet new people, relieve your stress, inform you on residence procedures and rules, and maximize your enjoyment of Canterbury life. They are not available 24/7 as they are students themselves. They are available to assist with house conflict after housemates have attempted to resolve issues on their own.

The Canterbury College Student Council includes the Head of College, Deputy Head of College and all Heads of Houses/Apartments.

Move-In at Canterbury

Before move-in weekend, all incoming residents must sign and return their Residence Agreement, as well as schedule their arrival date and time with Administration.

Students arriving during office hours can come directly to our office to check-in and pick up keys.

Students arriving outside of these hours need to make special arrangements with Administration for key pickup. These arrangements must be made in advance. Once you get your keys please proceed directly to your house; your address and room number will be on the envelope containing your keys. At your earliest convenience, please come to the Canterbury office during the hours indicated above to complete the check-in process.

If you are being dropped off to Residence, you can obtain a temporary parking pass for our lots during move-in weekend. As per city bi-laws, parking is prohibited on Sunset Avenue and Patricia Road.

If you require move-in *before Labour Day Weekend*, you must make arrangements in advance with Administration. Please be advised that there will be additional fees for moving in early - \$75 per night or \$300 per week.

IMPORTANT NOTE: Absolutely NO overnight guests are welcome during the first week of each semester or anytime during exams.

Leaving Canterbury

Houses and Town Houses

All residents in single rooms must vacate their rooms **within 24 hours of their last exam at the end of the semester**. Additional nights can be arranged at the cost of \$75 per night/\$300 per week subject to availability, please check with the Residence Coordinator.

Geoffrey Fisher Hall, Parker House Suites & Canterbury Commons

Apartments must be vacated by noon on the last business date of the month at the expiry of the lease. Failure to do so will result in overtime cleaning costs to be billed to the lessee. The lessee shall be responsible for the removal of all furniture and any other items not belonging to the College upon vacating the apartment. Large items and furniture are not to be left in or around the Canterbury dumpsters. Garbage or other items should not be left in the rental unit, common areas, or anywhere around buildings on Canterbury property; all refuse should be discarded appropriately. A fee will be charged to the lessee for the removal and disposal of any items left behind. The College shall not be responsible for the replacement of items left behind. The College will not provide storage for items left behind.

Please Note: It is the residents' responsibility when vacating their room/apartment to remove all belongings and garbage from their room/apartment, kitchen cupboard, fridge and freezer to the appropriate bins in the alleyway. All furnishings must be removed from apartments.

Damage deposits will not be refunded if items are left behind to be removed by our maintenance staff.

Keys and Locks

Students are issued one set of keys which include a Medeco key to the outside door of their residence building (and hallway in Townhouses) and/or a key to their room/apartment. In some cases, students may obtain a key to a kitchen cupboard or mailbox. Keys are **not** to be copied. Lost keys will be replaced at the rate of \$50 for the Medeco key and \$25 for each other key. A student must return the keys at the end of term to the Administration Office. Alternatively, keys may be given to the Head of House, Head of College, or the Campus Police office. **Outside doors of all houses must be kept locked at all times.** Make sure that a departing guest does not leave the door unlocked. Fire exit doors do not allow access from the outside and should not be used for regular exit/entry or propped open and left unattended. Parker, Whitgift, Laud and Wake have intruder alarms between the houses at the internal fire doors. Do **not** use these doors except in the case of an actual fire or other emergency.

Each GFH registered tenant will be issued one key to their apartment, one key to the outside doors of GFH, and one key to the mailbox. A \$25 key deposit is required for each set of keys issued.

Lock-Outs

Please keep your keys on the lanyard around your neck at all times to avoid lock-outs.

Following are the procedures you need to follow if locked out:

1. If during regular business hours, please come to the *Canterbury College* office.
2. If after hours please contact your Head of House. If they are not available you can try the Head of College or the Deputy Head.
3. As a last resort campus police may be able to assist between 11pm and 8am, contact the *University of Windsor Campus Police Office* at (519) 253-3000 ext #1234

After September 15th there will be a \$25.00 fee charged to your account if you are locked out and the Head of College/Deputy Head of College or Campus Police is called after-hours to gain access to your room. Fees could also be charged by your Head of House for habitual lockouts.

House Responsibilities

During your first few days in residence, the Head of House will be holding a mandatory meeting for all students residing in your house. The purpose of this meeting is to inform residents of the basic rules and regulations, meet your fellow house mates and discuss acceptable behaviours and consequences of actions.

It is the expectation that the residents maintain their individual rooms in a fashion that reflects the standards of a responsible, mature individual. All residents are responsible for cleaning up after themselves, especially the kitchen, on a daily basis as well as remove the garbage to the appropriate bin in the alleyway as needed.

When available weekly housekeeping will clean common areas of your house. They are not here to move or wash dishes or move items from the bathroom in order to clean properly. Each semester, Administration will send out a schedule of when your house will have its weekly cleaning.

Residents are responsible to have all of their dishes cleaned and put away, common areas free of personal belongings and trash, and the garbage and recycle emptied. During your scheduled cleaning day/time, it is expected that residents refrain from cooking and gathering in common areas so housekeeping can properly clean.

Failure to keep common areas clean will result in fines being levied to the entire house.

You and your house mates are jointly responsible for damage or losses to the shared living spaces.

Maintenance Issues

An online Work Order Request must be completed and submitted for all maintenance requests. Emails and phone calls will only be accepted for emergencies which include flooding, electrical concerns, fire hazards or leaking water.

Garbage Removal

Residents of each house and apartment are responsible for removing their garbage to the proper location. Please follow the schedule set-up by your Head of House. Leaving garbage near the house door will attract skunks, racoons, hornets, bees, flies, and other undesirable visitors.

There is recycling in place, and you need to follow the posted instructions and ensure recycling is taken out with the garbage or when it is full.

Posters, Decorations, Advertising, Political Signs

Decorative posters that are not offensive may be hung on cork strips or using removeable tape. All tape must be removed at the end of term. Residents will be charged for any damage to the room or furnishings caused by their decorations. For reasons of fire safety, live Christmas trees may not be used for holiday decoration. The College **does not permit** the posting of any political signs, flags, or advertising on College property.

Laundry and Vacuum Cleaners

Every House has a washer and dryer which is operated by a card swipe system (the exception being Canterbury Commons). Loadable laundry cards will be issued to each student upon arrival. Money can be added to your card using your debit or credit card for amounts of \$10, \$20 or \$30. The cards must be returned at the end of your stay or there will be a \$10.00 fine. The College is not able to refund any unused portion of student laundry cards. A debit/credit card terminal is located in the Canterbury Office and can be accessed during our office hours. The College supplies each House with an iron, ironing

board and cover, mop, pail, and a vacuum cleaner. Students are responsible for the cleanliness of their own room and shall maintain their rooms in a sanitary and acceptable manner.

Smoking

In compliance with the *Smoke-Free Ontario Act effective May 31, 2006*, smoking is prohibited anywhere on the properties owned by Canterbury College including inside and outside any residence. Smoking is only allowed on the perimeter sidewalk of the Canterbury block. Under the Act failure to comply can result in fines of \$10,000. Violating the Smoking Policy will be treated as a Major Infraction and will lead to expulsion. **This includes all types of smoking, including but not limited to e-cigarettes, marijuana, vaping, hookah pipes, etc.**

Pets

For health reasons, pets are not allowed in Canterbury College residences, with the exception of certified service/emotional support animals in our apartment only which needs to be verified by the office.

Internet

All Canterbury Houses and Apartments are equipped with **BASIC** high-speed wireless internet. If the internet supplied by Canterbury is insufficient for your needs, you will need to supply your own additional internet at your own expense. Students agree to comply with the computer policies of the University of Windsor.

Air Conditioning

Central air conditioning is available in Augustine, Becket, Cranmer, Laud, Parker, Wake, Whitgift, and Canterbury Commons. The houses without central air are closed during the summer. Tenants of GFH may rent a window air conditioner from Canterbury between May through September. Any rental units will be installed and uninstalled by Canterbury staff. Students are also welcomed to bring their own window units if they have one. An Energy Surcharge of \$25 per month will be charged for any AC unit use, whether the unit belongs to the tenant or Canterbury.

Bedrooms

The following items are prohibited from bedrooms in any property. Cooking is not allowed in any bedrooms for Health and Safety reasons.

- Candles or other open flame items and objects
- Small appliances of any type
- Cooking surfaces of any type
- Microwaves
- Fridges of any size
- Electric Heaters that are not provided by Canterbury

Open flames of any type are prohibited in all rooms in all buildings on Canterbury Property

Please note electronic devices should not be left plugged in and unattended on beds or other material surfaces as they may overheat and start a fire.

House Mates

Most students are nervous when they hear they will be sharing a house with strangers – they expect the worst. The truth is, living with others has its own set of advantages and can be a very positive experience and lots of fun.

It is very important to remember that house mates do not have to be best friends. You will need to respect cultural differences and practices as well as communicate your needs to your house mates. There will be times when you and your house mates will disagree on issues within your living environment. Experience has shown that the following items should be addressed in advance, at the first house meeting, to prevent misunderstanding:

- use of personal items
- study time
- different sleep schedules
- visitation and guests
- cleanliness/tidiness of the common spaces
- use of stereo/TV/telephone/computer
- organization of personal items in kitchen and laundry rooms
- time for socializing

Some Basic Strategies for Conflict Management

Talking it Out – Problems between people often occur because of a lack of communication. Work toward expressing yourself freely and with respect. Talking can help prevent differences from being blown out of proportion.

Listening – Learn to listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding by listening for words and identifying feelings without evaluating or reacting immediately.

Flexibility – The way you feel about a given situation today may differ a great deal from the way you feel tomorrow. Expect contradictions and be flexible with yourself and others.

Understanding – Do not assume or expect your house mates to view things as you do. Understand and work to respect differences in attitudes and people.

Cooperation – This joint experience requires honesty and attempts to make the relationship work. When you work together, your chances of mutual satisfaction are increased greatly.

Compromise/Collaborate – Living with another person challenges you to find ways in which all involved can be winners. It does not mean that you have to be less than satisfied.

Communicate – Express yourself clearly (express your needs in a direct, assertive manner), and avoid sarcasm or exaggeration. Learn to deal with conflict so that minor issues or irritations do not escalate into major arguments. Approach concerns as soon as possible, preferably as they occur. Learn to identify and discuss issues while remaining pleasant. The key is to be assertive without being aggressive.

Parents – Parents are encouraged to assist residents in forming healthy relationships with their house mates. However, it is the resident’s responsibility to bring concerns to the attention of the Head of House, Head of College, or Canterbury Staff.

Staff Involvement – Occasionally, an agreement cannot be reached between house mates. If you should need assistance in solving a problem involving your house mates, you should call upon your Head of House. He/she will inquire as to what steps you have already taken in dealing with the matter and assist you in finding a solution. If necessary, he/ she will intervene when a conflict requires mediation. We encourage you to bring concerns to the attention of the Head of College or Canterbury Staff in a timely manner.

Withdrawals and Apartment/Room Changes

Withdrawals

The single room residence agreement is in effect for eight months from September to April. GFH apartments are rented on a 12-month lease basis. Residents who wish to withdraw must have permission from the College or fall into the categories of “academic withdrawal” from the University of Windsor. See the Residence License Agreement for details. Students who are leaving are asked to inform the Administrative Office of their departure as soon as possible. Fees will be assessed on a monthly basis owing plus a \$500 withdrawal fee.

Room Changes

Room change requests must be submitted to the Residence Coordinator. Requests will be reviewed on an individual basis and are subject to approval. Room change requests will not be granted to tenants with a history of delinquency of rent payments, or with outstanding balances owing. Any approved request is subject to a cleaning fee of \$100.00.

Guest Policy

DUE TO THE COVID -19 PANDEMIC– the guest policy is subject to change based on government and local health guidelines and restrictions. This may include a strict no guest policy should the climate change and cases spike or a lockdown situation is in effect again.

During the first house meeting of the semester, housemates should also discuss Canterbury's Guest Policy, so that everyone is clear on guidelines. This policy should be revisited frequently and as needed throughout the semester.

With the current Covid -19 situation, guests to the house should be limited to an essential basis only. Any student living in a shared accommodation needs to seek the consent of all other housemates if guests will be sharing common areas. Overnight guests should also be limited, agreed upon by all other housemates, confirmed with the Head of House and are not to exceed three nights per month

Residents are prohibited from permanently cohabiting with any other person in their room. Cohabitation is described as occupying the room for extended periods of time, in excess of three days or on a regular/repetitive basis. **Residents found to be cohabiting in their room will be subject to discipline and/or eviction.**

Resident hosts are responsible for any infractions committed by their guest(s), the conduct of the guest(s), and ensuring their guest(s) abide by all residence understandings and agreements. Residents' guests may be requested to identify themselves at any time or may be requested to vacate the residence if their conduct is deemed unacceptable by the Head of House, Head of College, or Administration.

Mail and Deliveries

Mail should be addressed to the student as follows:

Student Name

House Name

Room/Apartment Number — Address (from list below)

Geoffrey Fisher Hall- 270 Patricia Road, Windsor ON, N9B 3B9
Canterbury Commons- 210 Patricia Road, Windsor ON, N9B 3B9
Augustine House- 172 Patricia Road, Windsor ON, N9B 3B9
Becket House- 2585 Riverside Drive West, N9B 3B9
Cranmer House- 2541 Riverside Drive West, N9B 3B9
Anselm House- 2559 Riverside Drive West, N9B 3B9
Parker House- 105 Sunset Avenue, Windsor ON, N9B 3A6
Whitgift House- 125 Sunset Avenue, Windsor ON, N9B 3A6
Wake House- 145 Sunset Avenue, Windsor ON, N9B 3A6
Laud House- 165 Sunset Avenue, Windsor ON, N9B 3A6
Admin- 2500 University Avenue West, Windsor ON, N9B 3Y1

All resident letter mail, except for GFH, is delivered to locked mailboxes in the lobby of the Administration Building. Letter mail for GFH is sent directly to GFH. Mail can be picked-up at the administration office anytime during office hours.

Special deliveries, packages, or courier mail should be directed to the student at the office address as well. The office will receive packages or courier mail for students who are in residence and will contact students as soon as possible to pick up their special deliveries.

The office will not pay if any money/fees are due at the time of delivery.

Safety Precautions

How can I ensure the safety of my living area?

The safety and security of all residents is of paramount concern to Canterbury College. We have created the following policies for your protection. Failure to comply with these policies may result in disciplinary action up to and including the termination of your Residence Agreement.

Smoke Detectors - The College provides working smoke detectors and in some cases heat sensors. Battery operated units which begin to fail (a random beep will sound) must immediately be reported to the office to have new batteries provided promptly.

Note: Smoke detectors **are not** to be tampered with. Residents will be asked to sign a declaration that the smoke detector in their room is functioning correctly at the time of taking occupancy. All detectors will be checked mid-semester and a signed acknowledgement completed by student and Head of House. It is the student's responsibility to request replacement batteries if the low battery alarm is beeping. Any tampering with a smoke detector will be regarded as a major infraction.

Carbon Monoxide Detectors are installed in each apartment, as well as on each floor of common areas in houses. It is each residents' responsibility to familiarize themselves with the beep codes on the detectors in their units/houses. If a unit has a defective or low-battery beep, contact Administration and we will replace it for you. **YOU CAN NOT UNPLUG OR DISCONNECT THESE UNITS FOR ANY REASON.**

Candles and Open Flames of any kind are strictly forbidden in houses, rooms, or apartments and on College property.

Bidet all types of Bidets are strictly forbidden in any property at Canterbury and if found will be immediately removed from the premises. If one is installed by a student and causes any damage or flooding to your belongings, Canterbury property or someone else's belongings, you will be personally liable and responsible for any damages, repairs, or replacements.

Exposed Extension Cords represent a danger which might cause people to stumble/fall, and possibly electrocution. It is the student's responsibility to make sure that cords are free from defects and not run across walkways.

Obstructions on Stairways - All stairways, hallways and exits are to be kept clear of obstructions and extraneous items. No bicycles are allowed inside including entrances, stairs and halls.

Locked Doors and Windows - It is the responsibility of all residents to see that their individual rooms and doors are kept locked at all times for the security of the individual and the House community. Students must also ensure that they lock exterior doors (both handle and deadbolt if present) upon entering/exiting the house.

Note: It is the student's responsibility to provide insurance for his or her personal property/contents within individual rooms and the residence, if they so wish. Canterbury will not be responsible for replacing items damaged in any way while on the property.

Outdoor Lighting is to be Maintained - The Head of House and/or students are asked to advise the office when security lighting outside their building is not functioning.

Horseplay and Well-Intentioned Violence is strictly forbidden on College property.

Poisons for Rodents, etc. - Students are not to purchase, keep or use poisons or insecticides on College Property. Infestations are to be reported to the College.

Non-Resident Access - Students must be responsible about whom they invite into their houses. **Under no circumstances should keys be loaned to non-residents.** See Guest Policy, page 22.

Firearms, Ammunition, and Knives Exceeding Four Inches or any other potential weapons such as martial arts weapons are strictly forbidden and are not permitted on College property.

Furnace Rooms – Personal items **may not** be placed for storage in furnace rooms of our houses. This is for the safety of all residents by avoiding fire hazards. No activity shall take place within the furnace rooms that may react with natural gas/or related equipment. Furnace rooms in Parker, Whitgift, Laud and Wake must be kept locked. In GFH, to have the temperature in your apartment adjusted, please contact the Office.

Temperature – Based off Ontario Tenancy Act recommendations, the room temperature should be kept at a comfortable setting of 70°F/ 21°C.

Respect for the Residence and Its Students & Staff

Fellow Residents

All residents are expected to respect their fellow residents at all times. Acts of violence, hazing, sexual assault, harassment, discrimination or inconsiderate behaviour are not acceptable, and will result in disciplinary action, up to and including termination of your Residence Agreement (see page 45 for harassment policy).

Respect for your Residence Staff

Similarly, members of the Canterbury Staff, as well as Heads of House and Head of College are to be treated with courtesy at all times. Failure to live up to this standard of behaviour, through the use of abusive language or non-compliance with staff requests for example, may bring about disciplinary action up to and including termination of Residence Contract.

Maintenance Staff

Each resident is reminded that the Maintenance Staff is responsible for cleaning communal facilities only. Periodic inspections of each house will be conducted, and if necessary, fines will be imposed for noncompliance.

Quiet Hours

You share relatively close quarters with many people in a residence building or house. You will need to learn to tolerate regular daily living noises and events. Excessive noise infringes upon the rights of other residents to study and sleep. Therefore, a reasonable level of quiet is expected. During quiet hours, all residents have the right to request that unreasonable noise be terminated, whether the noise is originating from a room, hallway, common room, washroom, stairway, from outside the building, or from anywhere else on Canterbury grounds. During your first house meeting quiet hours will be decided by the Head of House in agreement with all house mates.

During exam periods extended quiet hours (24 hours a day) is mandatory and will be enforced.

Damages and Liabilities

Residents should have respect for residence furnishings, buildings, grounds and for the Canterbury College property. Responsibility for loss or damage to furnishings, buildings, grounds or Canterbury property will, whenever possible, be assessed as follows:

- The individuals responsible for the damage, will assume complete responsibility and be fined
- Each resident is responsible for damage or loss occurring in their own room and be fined
- When damage occurs in a designated area and the person(s) responsible cannot be found the residents of the floor or house or building will be fined

Note: Malicious damage will also bring about disciplinary sanctions against those involved.

What if something in my room was damaged before I moved in?

In advance of your arrival at Canterbury, we prepare a Room Inventory form indicating the number and condition of your residence room furnishings and the condition of the premises. You will sign off on this list with your Head of House when you move in. The Room Inventory form is completed again before you vacate the room. Please take the time to read over this Room Inventory form carefully before signing it. If you feel that there are more damages to your room than are presently recorded on the inventory, see your Head of House. You are financially responsible for any damages that occur during your occupancy

What if my room or furniture is damaged after I move in?

Report any damage to your room or its furnishings to your Head of House or the Canterbury office immediately. When your report of damage is received, a work order is completed, and an assessment of damages and repair costs is made. Residents responsible for damaging College property are billed for appropriate charges (or have damage deposit revoked/not refunded) and may be subject to disciplinary action.

What can I leave in my room during vacations?

During Thanksgiving, winter holidays, and Reading Weeks, you may

leave personal property in your room, unless Canterbury indicates in advance a need to have the room vacated. Because the College cannot guarantee the security of personal belongings left in rooms during vacation periods, you should always take valuable items – jewelry, laptop computers, portable electronics etc., with you when you leave.

Use of Evidence

If during the entrance or inspection of a residence room or suite, evidence of a violation of the Residence Agreement is found, the College may refer the resident(s) for disciplinary action. The College may use evidence obtained during the entrance and/or inspection for residence disciplinary proceedings. In addition, if otherwise permitted by law, evidence so obtained may be used in criminal proceedings.

Personal Responsibilities

Canterbury College expects its residents to act as responsible adults. In general, it is mandated that each House will meet each month during the academic year and review rules for the House including items such as quiet hours, audio noise, guest visits, kitchen cleanup, etc. **Each resident is required to leave the kitchen and bathroom(s) clean after personal use. It is imperative that students observe the responsibility to stop the spread of communicable diseases.**

Should a conflict arise, it is expected that the individuals involved will attempt to resolve the problem in a fair, equitable and considerate manner. If this is not possible, then the Head of House should be approached to seek a resolution either privately or through a House meeting. If there is no resolution, or the Head of House is directly involved, then the Head of College should be asked to seek a resolution. The Head of College may, if necessary, pass the issue to the Chaplain and/or the Principal as a last resort. **The Principal's decision is final.**

Insurance

Canterbury College is **not responsible** for the belongings of its residents either owned or rented. Students should check their parents' household insurance policy or make other arrangements

regarding personal property insurance. As a precaution, residents are urged to keep their rooms locked when not occupied, with valuables safely put out of sight. Please report any thefts to the Head of House and to Campus Police (253-3000, ex.1234).

Parking

Parking permits may be purchased at the Administration Office. Our residents may purchase a permit for their own vehicle only. **Vehicles parked on Canterbury property without a current parking pass will be towed at the owner's expense.** The College does sell permits to non-residents after our residents' parking needs have been met.

Driveways, where available, are designated as parking spots and not for the use of residents unless assigned. Driving across the lawns is prohibited. The parking fee is \$35 (no HST) per month for residents and \$60 per month (plus HST) for non-residents. The first parking row adjacent to University Avenue is a reserved area for the Administration Office, staff and College business (day or night).

Parking spots in front of the Maintenance Garage are reserved for Maintenance staff. Visitors' passes are available for purchase at \$5 per day at the Administration Office for occasional special guests or family members. If the vehicle information assigned to your permit changes, notify the office immediately. There will be a \$25.00 penalty to refund any unused months of a parking permit.

Residence Rent Policy and Fees

Residence fees are due no later than August 15th for the Fall semester and December 15th for the Winter semester. One half of the total annual fee may be paid in August and the other half in December, or the entire fee may be paid by August 15th to take advantage of a \$100.00 discount. Interest and late fees will be added to outstanding residence fees after these dates. The Student Council fee (\$90.00 for single students or \$145 for couples living in apartments) is collected at the beginning of the semester on behalf of the Canterbury College Student Council. Students waiting for OSAP payments should advise the Administration and provide documentation if payment becomes delayed.

For apartments, rent is due during the first three business days of each month. A late fee of \$30 will be incurred after the 3rd business day.

For All Residents:

A refundable key deposit of \$25.00 per key is mandatory.

A refundable damage deposit of \$100 is mandatory.

Student Council fees of \$90.00 per student or \$145 per couple are mandatory.

Parking is optional, costing \$35 per month for residents.

Failure to comply will result in a financial penalty or eviction.

Additional Services

Please be advised that there will be a \$25.00 Administration Fee for the processing of any of the following items:

- Confirmation of Residence Letters
- Letters of Reference
- Confirmation of Residence Fees Paid
- Copies of past invoices

Payment must be made at the time of request. Letters will be processed within two business days. If an archive search is required processing could take up to 5 business days and an hourly fee will be charged.

Student Awards

Each year Canterbury College awards a number of scholarships to Canterbury residents from our General Scholarship Fund in memory of the group of donors listed below:

Charles H. Ramin Memorial Prize

CP Prize

E. Nora & Helen Golden Residence Bursary

Ellen Mary Prize

F. C. McRitchie Prize

George E. Marshall Bursary

Guild Prize #1

Guild Prize #2

Percy C. Graham Book Prize

Brotherhood of Anglican Churchmen Prize R. Jackson East Prize

Heather Swift Memorial Prize

Leslie F. Ounsworth Prize

Other Bursaries

Anglican Church Women Clergy Bursary

Clifford T. Terry Residence Scholarship

Cyril B. Hallam Residence Scholarship (2)

Edward Ernest Carey Bursary

Fred and Catherine Musson Memorial Bursary

Rev. Dr. F. Temple Kingston Scholarship

William M. and Alice Holmes Memorial Prize

More information about the scholarships and bursaries can be obtained from our website

www.uwindsor.ca/canterbury/scholarships-and-awards or from the administration office.

Important Phone Numbers

University of Windsor Campus	(519) 253-3000
Campus Police NON-emergency	ext. 1234
Campus Police EMERGENCY	ext. 4444
Student Health Services	(519) 973-7002
Student Dental Services	(519) 973-3000
I.T. Services Computer Centre	ext. 4440
St. Denis Athletic Centre	ext. 7029
Leddy Library	ext. 3402
Paul Martin Law Library	ext. 4266 ext. 2976
Academic Writing Centre	ext. 3405
Student Counselling Centre	ext. 4614
Peer Support	ext. 4551
International Student centre	ext. 3938
Student Disability Services	ext. 3288

In case of EMERGENCY Dial 911 (Police, Fire, Ambulance)

24-Hour Sexual Assault Crisis Line	519-253-9667
Poison Control Centre	1-800-268-9017
Fire Department NON-emergency	519-258-4444
Ambulance NON-emergency	519-258-2155
Police NON-emergency	519-258-6111

Resident's Rights and Responsibilities

Canterbury College's residence Houses are made up of people, living and learning as a family unit where each person possesses certain rights and responsibilities that must be acknowledged and protected. The following statements outline minimum expectations of rights and responsibilities of residents that are a necessary part of group living.

Rights of a Resident

1. The right to read and study free from undue interference in one's own room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise or housemates.
3. The right to expect that housemates will respect one's personal belongings.
4. The right to a clean and smoke-free environment in which to live.
5. The right to free access to one's room and facilities without pressure from housemates.
6. The right to privacy.
8. The right for redress for grievances and the expectation that the Head of House and Head of College will be available for assistance in settling conflict.
9. The right to be free from fear of intimidation, physical, verbal, and/or emotional harm.
10. The right to expect reasonable co-operation in the use of shared items such as refrigerators, stoves, etc.

Responsibilities of a Resident

1. To treat other residents with respect and consideration and to guarantee them their individual rights.
2. To understand all policies and regulations for the residence community and to adhere to those rules found in this handbook. To be responsive and cooperative in all dealings with the Head of House and/or Head of College.
3. To accept responsibility for personal, house, and community safety during the pandemic, i.e. to follow all COVID-19 protocol set

out by Canterbury Administration and Municipal, Provincial, and Federal government agencies

4. To accept responsibility for personal, house, and community safety, i.e., to refrain from misusing safety equipment, damaging property, losing keys, etc.

5. To contribute positively to the community through participation in programs.

6. To avoid breaching sanctions that have been prescribed to enhance the quality of residence life.

7. Keep exterior house and apartment doors locked at all times

Understandings and Agreements

Institutional regulations are established to provide an environment conducive to human growth, to reflect the values to which the University and the College subscribe, to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they progress through university. Canterbury residents are expected to maintain an acceptable standard of conduct as responsible citizens. Behaviour in residences, other than that assigned, requires the identical observances of House Rules as one's own. Rules and regulations in all residences have been designed by the students through their Student Council and by the Administration jointly. You are requested to behave accordingly.

Respect for the Rights of Fellow Residents

1. Residents will respect the Understandings and Agreements at all times while in residence at Canterbury College and/or the surrounding area, grounds, or parking areas.

2. Residents shall maintain an atmosphere conducive to study and sleep by adhering to noise guidelines and posted study/quiet hours as determined by these guidelines and the members of the House.

- a. Stereo, radio, television and other audio equipment must be used at a reasonable volume in the resident's room and not projected towards the exterior of the room/building. It is recommended that headphones be used, especially during quiet hours or during exam time. Remember also that a given noise level seems much louder at night than during the day because the background city noise is typically reduced by a

factor of ten.

- b. Courtesy hours are in effect twenty-four hours a day, seven days a week. Residents are always to be mindful of the disturbing effect of their noise on others and cease to make such noise when requested.
- c. Quiet hours shall be in effect from 10:00 p.m. to 8:00 a.m. from Sunday evening until Friday morning. During these periods residents shall refrain from making noise in their rooms or in the commonly shared areas that may disturb the study or sleep of another resident.
- d. During University exam periods there will be a 24 hour quiet policy implemented.

3. Residents shall respect the privacy and property of fellow residents and shall not enter another resident's room without the occupant's permission.

4. No resident may infringe upon the right of others to freedom from threats of, or bodily harm, verbal abuse, and damage to personal property.

Respect for the Houses and Buildings and Their Atmosphere

1. Residents shall have individual and collective concern for the security, maintenance, and preservation of the residence and its grounds. Costs of repairs, replacements, or extraordinary cleaning shall be assessed as follows:

a) If the individual(s) involved can be identified, they will be solely liable for the costs; if it is a guest of a resident, the resident shall be held liable.

b) If damage occurs in common areas that cannot be attributed to specific individuals, the residents of the House shall be held jointly responsible and damage deposits will not be refunded.

c) The resident(s) of the room shall be responsible for any restitution necessitated by repairs, replacement or extraordinary cleaning of the room.

2. **Each resident is responsible for the cleanliness of their room and shall maintain their room in a manner that is sanitary and acceptable. The housekeepers clean the commonly used areas of the Houses; it is not their job to move or wash dirty dishes, pick up garbage, or move personal items in order to clean properly. Residents must cooperate with the housekeeping staff. Each resident is responsible for picking up after themselves on a daily basis or the Principal can**

impose fines

3. Residents shall not remove furnishings from the common rooms, nor from any other areas of the College. Residents must not bring items of furniture into their rooms. The College provides beds. No other beds, futons, or waterbeds are permitted in residence.
4. Residents shall observe all procedures and instructions in case of an emergency as follows:
 - a. Residents will immediately evacuate the buildings when the fire alarm is sounded (Parker, Whitgift, Laud, and Wake) or if a fire is detected (in all other residences) and shall not re-enter the building even if the alarm stops, until permitted to do so by the Fire Department, Campus Police, the Head of College, or College Administration.
 - b. Become acquainted with exits, fire extinguisher locations and other related instructions posted on bulletin boards and in common hallways. Residents shall **do all cooking in designated kitchen areas** for reasons of safety and sanitation and shall be responsible for the cleanliness of the appliances and the area in general.
5. Residents may use personal electric equipment such as hair dryers, shavers and stereos that do not require excessive power. Residents who overload circuits and disrupt electrical service will be subject to a bond and the cost of resetting the breaker.
6. Residents shall be responsible for ensuring that the screen remains on their windows, free of holes/tears and shall not remove any screen for any reason.
7. Residents shall not throw, drop, or suspend anything (including laundry), from their windows, stairwells, balconies or roofs under any circumstances.
8. Residents shall not have a pet in residence
9. Thermostats or hot water heaters are not to be adjusted by residents. Maintenance should be advised if at any time an adjustment is necessary.

Responsibilities for Residents or Guests Visiting Residences

1. Residents are allowed to have occasional overnight guests within policy mandates and with the advance permission of their housemates. No resident is permitted to have guests more than

three nights per month. The topic should be clearly discussed at House meetings to establish a policy within the House.

2. Residents shall abide by the laws of Canada, Ontario, and the City of Windsor, and the regulations of the Canterbury College Residence Handbook. Decisions of the Principal are binding on all residents.

3. Residents may not permanently co-habit with any other person in their room. Cohabitation is described as occupying the room for extended periods of time, in excess of three days or on a regular/repetitive basis. There will be a \$75 per night charge for overnight guests occupying a private room if available.

4. Resident host is responsible for any infractions committed by their guest(s), the conduct of the guest(s) and ensuring their guest(s) abide by all residence understandings and agreements.

5. Residents' guests may be requested to identify themselves at any time or may be requested to vacate the residence if their conduct is deemed unacceptable by the Head of House, Head of College, or Administration.

6. Residents shall not consume or transport open alcoholic beverages in public areas or on College grounds. Residents 19 years of age or older may consume alcoholic beverages within their houses or in areas designated for consumption of alcohol by the Administration.

7. Residents and their guests shall not traffic or possess drugs, either in usable or natural form, anywhere on Canterbury College or University. Violations of this ruling will lead to eviction and/or other penalties.

8. Residents may not possess any type of weapon or firearm in residence or on Canterbury College property. Violation of this ruling will lead to eviction and/or other penalties.

9. Residents will treat all housekeepers with respect and shall follow the directions of the Head of College, the Head of House, and the Administration staff.

10. Residents shall not have gatherings of more than twice the occupancy of their house without advance permission from the administration office.

All infractions of the Residence Understandings and Agreements are designated Major or Minor.

Major and Minor Infractions

Major Infractions —

Major infractions shall be directed to the Head of College who will bring the matter directly to the Principal. **Monetary fines and other disciplinary actions will be levied by the Principal. Repeated offenses can result in expulsion.**

Minor Infractions —

Minor Infractions shall be dealt with by the Head of House. If a resident fails to comply with the rules of the House or the request to comply by the Head of House, the infraction should be directed to the Head of College for disciplinary action and the Principal advised. **Three minor repeats may be deemed a Major Infraction.**

Major Infractions

1. Forgery, alteration, misuse, or mutilation of College documents, records, identifications, access codes or property.
2. Conduct which threatens or endangers the physical or psychological health, safety or welfare of an individual or a group of individuals, including, but not limited to, room crawls, drinking games, possession or use of kegs or large volume containers, funnelling, mud games, rappelling, throwing objects out of windows or off balconies, fights, practical jokes, horseplay, or other dangerous behaviour.
3. Interference with the rights of any resident and in particular the right of privacy.
4. Conduct which threatens or endangers the health, safety or welfare of an individual or a group of individuals concerning the COVID-19 pandemic and the regulations set out by Canterbury College and municipal, provincial, and federal authorities
5. Failure to treat all Canterbury College personnel, including Heads of Houses and Head of College, with respect.
6. Inappropriate and offensive conduct directed to any member of the College or University community, including but not limited to conduct which is inappropriate and offensive on the basis of race, sexual orientation, age, gender, religion, or disability.
7. Failure to comply with the verbal or written directions of any

Canterbury College Officers including Heads of Houses, and Head of College, acting within the scope of their authority, as stated herein.

87. Possession of stolen goods, including street signs, shopping carts and items of a similar nature.

9. Theft, vandalism, and wilful or negligent damage of another person's, Canterbury's, or the University's property or the unauthorized entry, use or occupation of facilities, property, or vehicles.

10. Use or possession of firearms, ammunition, knives, simulated weapons, fireworks, other incendiary devices, or any instrument to cause harm.

11. Tampering with fire equipment, including fire hoses, fire extinguishers, sprinklers, emergency pull stations, emergency exits/signs or any other emergency equipment. **Creating a fire hazard or sounding a false alarm.** Interruption to latching fire doors (no tape on latches).

12. Violation of published regulations of the University of Windsor or Canterbury College including the Residence License, and the Residence Student Handbook.

13. Failure to comply with the Drugs/Narcotic/Criminal Acts Policy as stated herein.

14. Aiding, abetting, conspiring or inciting others to commit any major infraction.

15. Failure to comply with the Smoke Free Ontario Act.

Minor Infractions

1. Any conduct or act that is deemed to be inappropriate and unbecoming by their peers or is otherwise unacceptable to College authorities.

2. Failure to comply with the Guest Policy stated herein.

3. Failure to comply with the Noise Policy stated herein.

4. Failure to comply with the Damages Policy stated herein.

5. Failure to comply with the Keys Policy stated herein.

6. Failure to comply with the Building Policy stated herein.

7. Failure to comply with the Advertising/Poster Policy stated herein.

Disciplinary Procedure

Violation of Understandings and Agreements

The spirit of the residence at Canterbury College is one of co-operation, with every resident having the responsibility to comply with these Understandings and Agreements and the duty and right to abide by them. The Administration Office is the official body responsible for dealing with infractions and determining penalties. The Principal of the College shall have the final say. The Heads of House, under the direction of the Head of College, have the authority to enforce the Understandings and Agreements and may make recommendations to the Administration Office regarding penalties.

Penalties for Infractions Include:

Fines: At the discretion of the College Principal. For example, the fine for not cleaning kitchen after use is **\$50 per occurrence**.

Bonds: Money paid as a security against further infractions. If no infractions occur within the bond period, (three to eight months), the money is refunded.

Restitution for Damages: For any infraction necessitating repairs, replacements, or extra ordinary cleaning, the costs will be charged to the individual.

Recommendations to the Principal for Further Action

Disciplinary probation: A probation period during which further infractions will lead to expulsion.

Expulsion: Eviction from residence upon notification.

Notification of Police: For offences which contravene the Criminal Code. Ex: firearms, theft, drug use, common assault, possession of stolen property, etc. The resident will be asked to leave the College.

Discipline: Student misconduct which adversely affects the College community's pursuit of educational objectives is the subject of Canterbury College Discipline. It is dealt with through the Office of the Principal and relates to misconduct of a serious nature which

demonstrates a lack of integrity or a disregard of the high standards which must be maintained within the University and College communities.

For the purpose of consistency between the two communities, the College has adopted the form and substance of the University of Windsor Senate Bylaw 54 as a guideline for its use. The Bylaw sets out examples which include dishonesty, cheating on examinations, forgery and alteration of records and documents, obstruction of teaching and administrative activities, abusive conduct, failure to comply with university regulations, improper conduct relating to records and computer software, and other serious matters.

The Office of the Principal of Canterbury College investigates any complaint regarding misconduct at the College and may dispose of that complaint either informally or by laying formal charges against the offending student. Student misconduct at the University is under the jurisdiction of the University's Office of the Administrative Dean of Students and Academic Services. If it is determined to uphold a complaint, sanctions will be imposed following the same standards as set out in University of Windsor Bylaw 54. They include admonitions, disciplinary probation, restitution, suspension from classes and other privileges for a definite period of time, and expulsion or termination of student status for an indefinite period.

Harassment Policy

Policy Statement

The Community of Canterbury College is committed to affirming the dignity and worth of all persons from all cultures and economic backgrounds.

All members of the Canterbury College community including academics, support staff, volunteers, visitors, and residents have a responsibility to create an affirming environment for each other and the Canterbury Community.

Definitions

Discrimination: Discrimination is defined as distinction whether intentional or not, based on grounds relating to personal characteristics of an individual or a group which has the effect of imposing burdens, obligations or disadvantages on such individuals

or group not imposed upon others, or which withholds or limits access to, opportunities, benefits, and advantages available to other members of society.

Harassment: Harassment means any improper behaviour by an individual directed at, and which is offensive to, any individual and which that person knew or ought to reasonably have known would be unwelcome. It comprises objectionable conduct, comment, or display made either on a one-time basis or continuous basis that demeans, belittles or causes personal humiliation or embarrassment to an individual.

It includes harassment within the meaning of the Canadian Human Rights Act (i.e., harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or a pardon).

Sexual Harassment: Sexual Harassment means any conduct, comment, gesture, or contact of a sexual nature whether on a one-time basis or in a continuous series of incidents. It includes:

- Any unwanted sexual attention or behaviour by a person who knows or ought reasonably to have known that such conduct is unwanted; or
- Any implied or expressed promise for complying with a sexually orientated request; or
- Any implied or expressed threat of reprisal, in the form either of actual reprisal or the denial of an opportunity for the refusal to comply with a sexually orientated request; or
- Any inappropriate verbal or physical conduct that has focus on sexuality or sexual identity in what reasonably may be perceived as a hostile, intimidating working, living, or educational environment.

The Principal's decision will be final. All allegations must be in writing and signed by the complainant.

Purpose and Scope of the Policy

1. Canterbury College is committed to providing a working and learning environment that is free of discrimination and supportive of the academic achievement and dignity, self-esteem and fair treatment of all members of the College. The College seeks to create a climate that reinforces opportunity and allows for each person to contribute fully to the development and well-being of the community.
2. The College recognizes its responsibility, in accordance with The

Ontario Human Rights Code, to ensure that every person in its community is protected from unlawful discrimination and harassment. Canterbury College is committed to deal quickly, fairly, and effectively with harassment and discrimination, should it take place.

3. A substantiated act of discrimination or harassment may be cause for disciplinary action by the College up to and including the possibility of discharge in the case of an employee or expulsion in the case of a student.

4. Complaints which are trivial, vexatious or made in bad faith shall result in a penalty against the complainant. The severity of the penalty will be determined based on the seriousness and impact of the complaint.

5. In order to protect individuals who make use of this policy from reprisals, the College prohibits reprisals or threat of reprisal against these individuals.

Confidentiality

Canterbury College understands that it is difficult to come forward with a complaint of harassment or discrimination. The College recognizes both the complainant's and respondent's interest in keeping the matter confidential. To protect the interests of all parties, the parties involved in handling the complaint will maintain confidentiality throughout the complaint process to the extent possible under the circumstances and except as required by law. Confidentiality does not mean anonymity. In the instance of a formal complaint, a fundamental principle is that the respondent must be informed of who has made the allegation at the earliest possible point in the process. (Documents must be signed and witnessed before submission).

Process for Resolution of Complaints

It is understood that complaints which go beyond the informal stage of resolution must be submitted in writing. The College will not act on the basis of hearsay or anonymous complaints.

Informal Resolution: Complainants are encouraged to avail themselves of informal methods of resolving complaints, including consultation with the Head of House, Head of College, and the Chaplain.

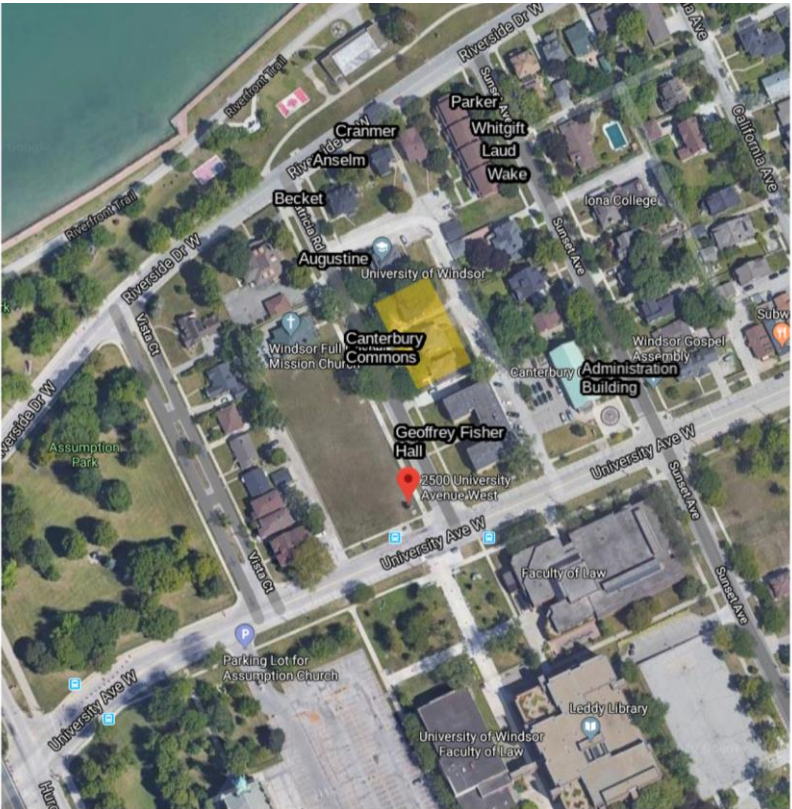
Any conflict that cannot be resolved with the assistance of the Head of House, or Head of College, and the Chaplain.

With the assistance of the Chaplain and additional staff, as required Canterbury will work to resolve the issue as efficiently and effectively as possible.

Pandemic Policy

Concerning the COVID-19 Pandemic, Canterbury College will continue working closely with the University of Windsor, and actively implement orders, recommendations, and precautions set out by the local Health Unit and government bodies. If a confirmed case is reported the office staff will provide supplies and support to the best of their ability.

Failure to comply with rules or protocols will result in IMMEDIATE disciplinary action. We do not take resident safety lightly!



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