



University
of Windsor

Policy Title: Application Cancellations Policy

Date Established: Historical Policy

Office with Administrative Responsibility: Housing and Residence Life

Functional Area: Admissions

Approver: Director, Housing & Residence Life – Lynn Charron

***Revision Date(s):** October 2024

Purpose

The purpose of this policy is to outline what happens when a student cancels their residence application.

Scope of Policy

This policy pertains to students who apply for residence but cancel their application or room assignment prior to move-in.

Definitions

The definitions below are specific to the development and maintenance of this policy

1. “Applicant” refers to the person who has completed the residence application. Once they are assigned a room they are referred to as the Resident.
2. “Cancellation Request Form” is the form an applicant must complete and is found on the residence website.

Roles and Responsibilities

1. The Applicant is responsible for:
 - a. Completing the cancellation form
2. The Admissions Secretary is responsible for:
 - a. Reviewing the cancellation forms and approving/denying the requests
 - b. If applicable, cancelling the application

Policy Statement

To cancel a residence application the applicant must complete a Cancellation Request Form.

An applicant may submit a request to cancel their residence application up until 5 days after receiving their Notification of Room Assignment. During this period the applicant will not receive a refund of their deposit however they will be released from the Residence and Meal plan agreement. If the residence

deposit is waived for any reason during the application process there will be no charge placed onto the student's account if they cancel their application during this 5 day period.

After 5 days of receiving their Notification of Room Assignment the Residence Licence & Meal Plan Agreement is enforced unless the applicant is no longer registered at the University of Windsor and remains unregistered for the duration of the academic year. The applicant will not receive a refund of their deposit unless the academic offer of admission has been rescinded by the university.

If a Cancellation Request Form is not submitted the full residence and meal plan fees will be placed on the student account.

Review by

Review every January



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Scope

These procedures apply to the implementation of the Application Cancellation Policy

Procedure

1. Student submits a Cancellation Request Form through the online form available on the Residence Services website.
2. Admission Secretary receives email generated by submission of Cancellation Request Form and cancels application and/or booking within StarRez.
3. Admissions Secretary views application and/or booking to determine when the student cancelled and what the student is eligible for.
4. Admissions Secretary processes any necessary refunds and sends student email from StarRez approving or denying their request and notifying them of any refund or charges due.