



University  
of Windsor

**Policy Title:** December Holiday Recess Stay

**Date Established:** Historical Policy

**Office with Administrative Responsibility:** Housing & Residence Life

**Functional Area:** Operations

**Approver:** Director, Housing & Residence Life

**\*Revision Date(s):** January 2024, October 2024

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***Purpose***

The purpose of this policy is to outline how a Resident can request to stay during the December Holiday Recess.

***Policy Statement***

The University closes each year in December for the December Holiday Recess and reopens in January. Residents who are assigned for the Fall and Winter terms may apply to stay or return early during this period by submitting a Holiday Recess Stayover application before the deadline set by Housing and Residence Life. Such a request is subject to approval by Housing and Residence Life, in its sole discretion. If approved, the Resident is permitted to stay in residence during the December Holiday Recess at no additional charge.

A student who is found to be staying or returning early without having submitted a Holiday Recess Stayover application will be fined \$125.

***Scope of Policy***

This policy pertains to residents assigned to a residence room for the Fall and Winter terms.

***Definitions***

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

1. "December Holiday Recess" is the period in which the University of Windsor closes between Fall and Winter terms. The residence buildings remain open during this period.
2. "Holiday Recess Stayover Application" refers to the form that a resident must complete if they are interested in staying during the recess or returning early.

***Roles and Responsibilities:***

1. The Resident is responsible for:

- a. Completing the Holiday Recess Stayover Application form.
- 2. The Facilities Coordinator is responsible for:
  - a. Approving/denying all applications

***Review By***

Review every June



University  
of Windsor

Commented [DR1]: Add stayover

**Title:** Procedures for Implementing December Holiday Recess Stay Policy

**\*Date Established:** Historical procedure

**\*Office with Administrative Responsibility:** Housing and Residence Life

**Functional Area:** Operations

**\*Approver:** Director, Housing & Residence Life

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

#### **Scope**

These procedures apply to the implementation of the December Holiday Recess Stay Policy.

#### **Procedure**

1. The Admissions Secretary provides notice to residents when the December Holiday Recess Stayover application is available on the Residence Portal.
2. The Resident completes the December Holiday Recess Stayover application by the deadline date specified in the notice.
3. The Facilities Coordinator reviews and approves/denies all applications and provides notice by email to the resident of their application status.