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, November 2026

Purpose

The purpose of this policy is to outline how a Resident can request to stay during the December Holiday Recess, extend their stay, or request to return early.

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 1) stay for the full recess, 2) extend their stay past their last exam, or 3) return early during this period by submitting a separate application for each request, 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. For Fall/Winter 2026-2027 - If approved, the Resident is permitted to stay in residence during the December Holiday Recess at no additional charge.

Starting Fall/Winter 2027-2028 – If approved, there will be an additional charge to stay in residence during the December Holiday Recess. Fee information will be provided at the time of submission of the Holiday Recess Stayover application.

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

Building access for all residents without an approved application request is removed at the end of the fall term and resumes on the Sunday before the start of the winter term.

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 for residents with an approved housing extension request.
2. “Holiday Recess Stayover Request” refers to the form that a resident must complete if they are interested in staying in residence for the full recess.
3. “Early Return Request” refers to the form that a resident must complete if they are interested in returning early.
4. “Holiday Recess Housing Extension Request” refers to the form that a resident must complete if they are interested in staying past their last exam date.

Roles and Responsibilities:

1. The Resident is responsible for:
    a. Completing the applicable Holiday Recess Application form.
2. The Facility Coordinator is responsible for:
    a. Approving/denying all applications

Review By

Review every June

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, November 2026.

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.
4. The Facilities and Operations Manager submits the dates for end of fall term and start of winter term to Building Automation Specialist to update the schedule in the system.