



Policy Title: Communications and Resident Privacy

Date Established: Historical policy

Office with Administrative Responsibility: Housing & Residence Life

Functional Area: Admissions

Approver: Director, Housing & Residence Life

***Revision Date(s):** January 11, 2024, October 2024

Purpose

This policy outlines the process for requesting an arrival prior to the scheduled move in period.

Application/Scope of Policy

This policy pertains to all incoming residents

Definitions

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

1. "Early Arrival" means arriving prior the official scheduled move in period.
2. "Move-in period" means the day(s) that are scheduled by Housing & Residence life as the official day(s) for moving into residence, this includes the main move-in day and typically the first week of business days following the main move in day

Policy Statement

Housing and Residence Life prepares for and expects residents to move-in during the scheduled move in period.

If the Resident wants to arrive prior to the move in period, the Resident may apply for an early arrival via the Early Arrival form found on the residence portal. Such a request is subject to approval by Housing and Residence Life.

Residents who are in an academic program or varsity training schedule that does not align with dates outlined in the Residence and Meal Plan agreement will not be guaranteed an early arrival might need to find alternate housing arrangements for the portions of their academic term that falls outside of the dates outlined in the Residence and Meal Plan agreement.

If approved, the Resident will be contacted by email and will be provided with details on move-in and associated fees. The Resident will be charged a daily early arrival fee. Early arrival check-ins will only

take place Monday through Friday during scheduled office hours except in circumstances which are prearranged with Housing and Residence Life.

Roles and Responsibilities

1. The Resident is responsible for:
 - a. Submitting an early arrival request
2. Housing and Residence Life staff are responsible for:
 - a. Reviewing, approving/denying all early arrival requests
 - b. Emailing residents with response to early arrival request
 - c. Providing move in information for approved early arrivals
 - d. Coordinating room preparation for early arrivals

Review By

Review every May



University
of Windsor

Title: Procedures for Early Arrivals Policy

***Date Established:** Historical Policy

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

Functional Area: Admissions

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

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

Scope

These procedures apply to the implementation of the Policy on Early Arrivals

1. Housing and Residence Life determines pre-approved early arrival reasons and dates (ex. academic reasons, exchange arrivals, orientation leader etc.)
2. Resident submits early arrival request, selecting the most appropriate reason
3. Housing and Residence Life receives requests and approves/denies requests and communicates decision along with move-in instructions via email to the Resident