



University
of Windsor

Policy Title: Housing Extension Past Period of Residency

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, December 2025

Purpose

The purpose of this policy is to outline how a Resident can request to stay past their period of residency.

Scope of Policy

This policy pertains to all Residents.

Definitions

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

1. "Period of Residency" means the dates outlined in the Residence and Meal Plan Agreement for residence occupancy for the Fall, Winter, Intercession, Summer and or any other terms
2. "Housing Extension Request Form" is the form that a Resident must complete to request to stay beyond the Period of Residency. The form is available to students on the Residence portal. The form indicates a deadline date for submission as well as the fee for late submissions.

Policy Statement

The Resident is permitted to stay in residence until 24 hours after the Resident's final exam each term or by the end of term occupancy date as indicated in their residence agreement, whichever date and time comes first. If a Resident wants to stay beyond 24 hours after their final exam ends or end of term occupancy date, whichever date occurs first, they must submit a Housing Extension Request Form. Such extension is subject to approval by Housing and Residence Life, in its sole discretion.

If approved, a per night housing extension fee will apply based on the following reasons, fees can be found on the residence website:

- Staying in Residence for following term and either extending stay beyond period of residency and/or staying in residence entire time between terms
- Academic (Rescheduled exam, academic program dates are different)
- Non-Academic (ex. Transportation)

Commented [LC2]: Are these correct?

Commented [HP3R2]: The rates on our website from last April 2024 are different. These are the rates we advertised :
Staying in Residence Between Semesters – \$140/week or \$30/night
Non-Academic Reason – \$50/night
Academic Reason – \$195/week or \$30/night
In residence without an approved extension - \$125 fine + applicable extension fee

I used the same rates for Summer extensions and move-overs.

A Resident who is found in their room past their period of residency without having submitted a Housing Extension Request Form will be in violation of the Residence and Meal plan agreement and may be assessed a responsibility fine of \$125 and will be charged the per night extension fee.

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

Roles and Responsibilities

1. The Resident is responsible for:
 - a. Submitting an Extension Request Form by the deadline date specified in the email they receive when the request form is launched
2. The Residence Life Coordinator/Residence Life Team Lead is responsible for:
 - a. Informing the Facilities Coordinator of any students who should not be approved due to conduct concerns prior to the Housing Extension Request Form being launched
3. The Facility Coordinator is responsible for:
 - a. Determining what type of request has been submitted based on form & included documentation
 - b. Reviewing and approving/denying all requests, contacting the Rodzik Hall General Manager as necessary
 - c. Providing information on approved requests to the Admissions Secretary
4. The Admissions Secretary is Responsible for:
 - a. Sending email to all Residents once the Extension Request Form is available each term
 - b. Placing any fees or fines onto the Resident's account based on the type of request that has been made

Review By

Review every October

Commented [DR4]: Add stayover



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Title: Procedures for Implementing Policy Housing Extension Past Period of Residency

***Date Established:** Historical Policy

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

Functional Area: Operations

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

***Revision Date(s):** October 2025, December 2025

Scope

These procedures apply to the implementation of the Policy on Extension of Stay Past Period of Residency.

Procedure

1. The Admissions Secretary sends email to all residents when the Housing Extension Request Form is available.
2. Residents will complete the Housing Extension Request Form as needed.
3. Facilities Coordinators review and approve/deny requests as they are submitted. An email confirmation is sent to the Resident.
4. Facilities Coordinators/Facilities Manager provide the Admissions Secretary and the Rodzik Hall General Manager with information related to approved requests.
5. Admissions Secretary places extension daily fees onto the Resident's account.