



University  
of Windsor

**Policy Title:** Late Arrivals Policy

**Date Established:** Historical policy

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

**Functional Area:** Operations

**Approver:** Director, Lynn Charron

**\*Revision Date(s):** September 2024, December 2024

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***Purpose***

This outlines the process for requesting a late arrival to residence.

***Application/Scope of Policy***

This policy pertains to incoming residents requesting to move in after the scheduled move in period.

***Definitions***

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

1. "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
2. "Late arrival" means arriving after the move in period

***Policy Statement***

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

Residents must notify Housing and Residence Life of their late arrival date no later than the last business day of the scheduled move in period or on the date outlined in their residence and meal plan agreement, whichever date comes first, for the term for which they are moving in. This must be completed via the Late Arrival form found on the residence portal to avoid forfeiture of the room assignment. After this day Housing and Residence Life is under no obligation to hold the room assignment.

Late arrival check-ins will only take place Monday through Friday during scheduled office hours except in circumstances that are prearranged with Housing and Residence Life.

***Roles and Responsibilities***

1. The Resident is responsible for:
  - a. Submitting the late arrival request
2. Housing and Residence Life staff is responsible for:

- a. Reviewing, approving/denying the late arrival request
- b. Emailing residents with response to late arrival request
- c. Providing move-in information for approved late arrivals



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**Title:** Procedures for Late Arrivals

**\*Date Established:** [original date of approval]

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

**Functional Area:** Admissions

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

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

***Scope***

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

***Procedures***

1. Incoming resident submits late arrival request
2. Housing and Residence Life receives requests and approves/denies the requests and communicates decision along with move-in instructions via email to the Resident