



University of Windsor

Residence Services

Residence License & Meal Plan Agreement Winter 2024

Under the Residence and Meal Plan Agreement, each student is subject to compliance with the following terms and conditions. Please read them carefully.

- A. RESIDENCES
- B. DEPOSIT REFUNDS
- C. CANCELLATIONS
- D. WITHDRAWALS
- E. FEES
- F. MEAL PLAN
- G. GENERAL

A. RESIDENCES

1. Residence Services grants a License to the student (herein after, referred to as "Resident") to occupy residence premises in a University of Windsor Residence Hall for personal living accommodations for the period commencing January 7, 2024, and terminating April 23, 2024 (License Period) or 24 hours after the Resident's last scheduled exam, whichever comes first (the "Termination Date"). To be eligible to live in residence, a student must be enrolled at the University, otherwise they will be required to leave residence pursuant to:
 - a. **The Parties acknowledge that the License Period reflects the University's academic year and that any changes to the academic year may change the License Period.**
2. Students are not guaranteed their choice of residence, room, or roommate\suitemate. Room assignments are made at the sole discretion of Residence Services. Residence Services reserves the right to relocate a Resident. If for any reason the relocation results in a higher rate of accommodation, the Resident must pay the prorated increase in full.
3. A Resident who is required to stay after April 23, 2024, must submit an Extension Form electronically to Residence Services by March 18, 2024, at 8:30 am. Such an extension is subject to approval by Residence Services, in its sole discretion. If approved, a per night extension fee will apply.
4. Residence Services subscribes to the principle that Residents are entitled to enjoy a reasonable right to privacy in residence rooms, however, Residence Services reserves the right to have University employees enter the rooms upon such notice as is reasonable in the circumstances without the student being present, under the following conditions: to inspect, repair or service the premises; to provide health and safety checks, to conduct fire inspection tests; where there is reasonable cause to believe that an emergency situation has arisen and access is required; when a student vacates the room for break period; to conduct room checks and semester end wrap up duties; to turn off radios, TV's and alarm clocks etc. left at disruptive volumes when the student is not home; and/or when there is reasonable cause to believe that University regulations and/or the law is being violated. Residence student may or may not be in attendance at the time of inspection.
5. Any charges relating to loss or damage of the University Residence will be charged to the Resident's University account.
6. Any charges relating to cable or internet service from an outside provider are the sole responsibility of the Resident.

B. DEPOSIT REFUNDS

7. When students pay the \$475 housing deposit with their credit card, a \$475 credit will appear on their UWinsite student account. If a student cancels their application, they may be eligible for a refund.
8. If a student is still enrolled at UWindsor, the refund of \$475 will be applied to the student account and will then be applied to current tuition and fees.
9. If a student is no longer registered at UWindsor, the refund of \$475 is issued directly back to the credit card used for the payment by the accounts receivable team. At the same time, the individual will see a debit or subtraction from their student account. If the individual had other fees applied to the student account that were initially covered by the deposit, the individual may now have an outstanding balance (owe money).

10. If the residence deposit is left on their UWinsite student account, it cannot be applied towards any residence applications for future terms.

C. CANCELLATIONS

11. An application may be cancelled subject to the following penalties.

	Date of Cancellation	Deposit
a	Cancellation prior to Notification of Room Assignment by email	The Applicant receives full refund of the \$475 residence deposit and is released from agreement.
b	Cancellation within 5 days of Notification of Room Assignment by email	The Applicant is charged a \$200 administrative fee, and is released from agreement, and receives \$475 refund residence deposit.
c	Cancellation after 5 days of receiving Notification of Room Assignment by email	The Applicant receives no refund of residence deposit, and remains in agreement (unless no longer registered at the University of Windsor)

12. If the applicant cancels, they must complete a cancellation form which can be found on our website at www.uwindsor.ca/residence under Forms and Documents

D. WITHDRAWALS

Residents who withdraw after moving in, may withdraw from the Residence License & Meal Plan Agreement under the following conditions:

- who withdraws academically, is required to withdraw from the University or they are released with cause by Residence Services.
- if the resident finds a suitable replacement who is acceptable to Residence Services and who is not already living in or made application to Residence Services.

Procedures Following Approval of Withdrawal Request:

13. A prorated adjustment will be made to the Resident's account for the residence portion of their contract, provided the following conditions are met:
- A Resident must submit a Withdrawal Form to Residence Services. Requests for withdrawal may be approved for reasons such as academic withdrawal, graduation, exchange for 1 term or co-op placement outside of Windsor, or the request may be denied. **A withdrawal request/form must be received by Residence Services before March 18, 2024 @8:30 am for the Winter term.**
 - If the withdrawal request is approved, a prorated refund will be applied to the Resident's meal plan account. The adjustment cannot exceed the balance remaining in the account and no refunds will be available after March 18, 2024, (subject to change based on approval) for the Winter term. No refunds will apply to the Capital and Fixed Overhead charges applied to the meal plan. A \$50 administrative fee will be applied at the time of the Meal Plan adjustment.
 - A \$200.00 administrative fee will be incurred, and all other applicable fees will be charged to the Resident in respect of their withdrawal.
 - A Resident who has withdrawn and subsequently re-registered prior to the termination date of the agreement will be responsible for and will pay the full amount owing to their termination date.
 - If a Resident is released from their contract with cause by Residence Services, a financial penalty of up to, but not exceeding, the full residence fee may be assessed.

If a withdrawal is approved, a Resident must return their residence key(s) by completing an express checkout envelope. The Resident's fees will remain on the student account until the student has moved out, and their residence keys have been returned. Failure to return residence keys will result in the student being charged for all replacement costs. Refer to our website for check out procedures which can be found at <https://www.uwindsor.ca/residence/1272/move-out-information> under 'What you have to do?'

E. FEES

14. The fee schedule forms a part of the Residence License and Meal Plan Agreement.
15. A Resident arriving to residence after January 7, 2024, and for whom accommodations have been held, will receive no adjustment to the residence fee.

2024 WINTER RESIDENCE FEES

Residence	Winter 2024
Alumni Hall - single	\$4,358
Cartier Hall - double	\$3,994
Laurier - single	\$3,872
Laurier - double	\$3,139

- All residence fees for 2023-2024 were approved by the Board of Governors and are subject to change.
- Meal Plans are mandatory for Residence students.
- All University of Windsor Winter fees are due **December 15, 2023**

F. MEAL PLAN

16. Residents are required to purchase a meal plan for Winter 2024. Refer to www.uwindsor.ca/food for details on meal plan rates. A Resident may contract for a meal plan of a higher value than stipulated in the fee schedule.
17. The meal plan may only be used to purchase food and beverages at Food Service outlets designated by the University. Meal plans cannot be used to purchase alcohol or gift certificates from any of our Off Campus Partners or to pay any other fees owed to the University of Windsor.
18. Selling of unused meal plan money is not permitted.
19. The University accepts no liability for lost, misplaced or stolen student cards and reserves the right to confiscate without recourse any student card which bears evidence of alterations.
20. Any unused balance remaining in the meal plan accounts of the Resident on the termination date of this Agreement, will be subject to the University of Windsor Meal Plan Carry-Forward Policy.
21. Residents may add money to their meal plan by sending an email to Uwincard office at uwincard@uwindsor.ca
22. The meal plan accounts are HST exempt on most purchases made at Food Service outlets on campus, except for items that are taxable. Transactions made in vending machines and with our Off Campus Partners are subject to tax. This is the current meal plan tax policy and is subject to change in accordance with provincial and federal legislation.
23. Meal plan fees or hours of operation are subject to change as deemed necessary or when due to circumstances beyond Food Services' control. The University reserves the right to increase or otherwise change the prices of items available for purchase in its Food Service outlets. Residents will be given reasonable notice of changes to the plan and such changes will be made fairly.

G. GENERAL

24. Rules and regulations made by duly constituted authorities of the University and Representatives of the Residences shall be in full force and effect and shall be applicable to the premises and the Agreements thereof. The Resident acknowledges that all rules, regulations, and procedures outlined in this agreement and in the **Residence Community Standards** can be found at <http://www.uwindsor.ca/residence/1037/residence-community-standards> as amended from time to time, including those pertaining to Food Services, shall be in full force and shall bind the Resident.
25. Where behavior, personal security or health issues are of serious concern, Residence Services reserves the right to notify the "Emergency Contact" name listed on the Application. In these circumstances and when the student is less than 18 years of age, the parent or guardian may be notified rather than the "emergency contact".
26. All electronic communication from the University of Windsor will be directed to the Resident's UWin email account. It is the student's responsibility to check their UWin email account.
27. Residence Services reserves the right to terminate residence agreements, reassign Residents to another residence and/or room on a temporary or permanent basis or to take such other steps as are required to ensure the safety, security and well-being of the Residents and the residence program.
28. If a resident exhibits behavior of concern which is deemed harmful to themselves or to others, they may be required to attend a non-confidential assessment.
29. Residence Services reserves the right to make changes to rules and regulations in the **Residence Community Standards** at <https://www.uwindsor.ca/residence/1048/residence-community-standards> from time to time.

G. GENERAL (cont'd)

30. The Resident agrees that, in the event of any breach of any rule of residence at any time or condition of this agreement, they may be subject to sanctions including but not limited to, termination and eviction from residence and will be financially responsible for the cost of their room. If the Resident fails or refuses to vacate the premises, Residence Services shall have the right to enter and remove the belongings of the Resident and to take possession of the premises.
31. The Resident will indemnify and save harmless the University from and against any liability, loss or damage which may result by reason of neglect, carelessness, injury, or willful damage caused by the Resident or Residents' guests and visitors on the premises. Residents are individually responsible for the care and use of all University property. They may jointly be held responsible for theft or damage to common areas.
32. The University assumes no responsibility and is not liable for any loss, theft, or damage to the Residents' personal property.
33. The Resident will not retain anything in the residence hall which increases the risk of fire, conflicts with rules, regulations of the Fire Code, Board of Health or Municipality, or that which injures, annoys, or interferes with the rights of other people within the Residence as outlined in the *Residence Community Standards* at <https://www.uwindsor.ca/residence/1048/residence-community-standards>
34. Residence Services will not be liable to perform its obligations under the Residence and Meal Plan Agreement if such failure is due to strikes, fire, explosion, water, Acts of God, civil order or disturbance, vandalism, riot, sabotage or for any cause beyond the control of Residence Services.
35. Any inquiries regarding this agreement shall be sent to Residence Services at resservices@uwindsor.ca
36. **Please Note:** A section of the Criminal Code provides "that anyone who fraudulently obtains food, lodging or other accommodation is guilty of an offense punishable on summary conviction".

FOR MORE INFORMATION

Residence Services

(519) 253-3000, ext. 3279

E-mail: resservices@uwindsor.ca

Website: www.uwindsor.ca/residence

Food Services

Food/Dietary enquiries:

- Email: Joseph Moore at joseph.moore@sodexo.com

Meal Plan enquiries:

- Uwincard Office at uwincard@uwindsor.ca,
- Telephone: 519-253-3000 ext. 8946
- Website: www.uwindsor.ca/food