



University
of Windsor

Policy Title: Withdrawal (Early Termination of Agreement) Policy

Date Established: Historical policy

Office with Administrative Responsibility: Housing & Residence Life

Functional Area: Admissions

Approver: Director, Housing & Residence Life

***Revision Date(s):**

December 2024

December 2025

Purpose

Housing and Residence Life understands that there may be circumstances for which a resident may wish to withdraw from residence. This policy outlines the reasons a withdrawal will be approved.

Application of Policy

This policy applies to all residents.

Definitions:

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

1. "Withdrawal form" is the form a student will complete to request an early termination of their residence contract. A link to the form can be found on the residence website.
2. "Occupancy dates" are the dates a resident has committed to as listed within the Residence and Meal Plan Agreement

Roles and Responsibilities:

1. The Resident is responsible for:
 - a. Submitted a withdrawal request form
2. The Admissions Secretary is responsible for:
 - a. Reviewing all requests and confirming reasons
 - b. Emailing resident if a request is approved
3. The Director is responsible for:
 - a. Reviewing requests with reasons outside those listed within this policy and approving/denying requests

Policy Statement

A Resident who wants to withdraw from residence prior to the end of the occupancy dates for the term for which they are assigned a room must submit a Withdrawal form. This includes a resident who has not yet moved into residence and would like to cancel more than 5 days after notification of room assignment. If approved, a \$200.00 administrative fee will be incurred, and all other applicable fees will be charged to the Resident in respect of their withdrawal. If the residence deposit is waived for any reason during the application process there will be a charge equivalent to the residence deposit placed onto the student's account as well as the \$200 administrative fee. Approval may be granted under the following conditions:

- a. Resident withdraws academically or is required to withdraw from the University. A Resident who has withdrawn and subsequently re-registers prior to the termination date of the agreement will be responsible for and will pay the full Residence amount owing to their termination date.
- b. Resident is graduating, going on exchange, was in Canada for a Fall term exchange or has co-op placement outside of Windsor-Essex.

Exceptions may be granted if Housing and Residence Life is able to replace the individual seeking a withdrawal with an acceptable replacement or under extenuating circumstances at the discretion of the Director, Housing & Residence Life (or designate).

Review By

Review every November

Commented [HP1]: Do we want to mention this also applies to students who cancel/withdraw more than 5 days after notification of room assignment and not just students who moved in?



Title: Procedures for Implementing Withdrawal (Early Termination of Agreement) Policy

***Date Established:** Historical Policy

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

Functional Area: Admissions

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

***Revision Date(s):**

- October 2024
- December 2024

Scope

These procedures apply to the implementation of the Withdrawal (Early Termination of Agreement) Policy.

Procedure:

1. The resident submits a withdrawal form.
2. The Admissions Secretary reviews the request and if it falls within the approved reasons as listed in this policy the withdrawal is granted and the Admissions Secretary emails resident.
3. If the request is outside of the approved reasons listed in this policy the request is forwarded to the Director (or designate) for review. The Director (or designate) may request a meeting with the resident to further discuss or may make a decision with the information provide in the withdrawal request. The Director (or designate) will email the decision to the resident