



University
of Windsor

Policy Title: Domestic First Year student guarantee

Date Established: Historical

Office with Administrative Responsibility: Housing & Residence Life

Functional Area: Admissions

Approver: Director, Lynn Charron

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

Purpose

This policy outlines the domestic student undergraduate residence guarantee.

Application of Policy

This policy pertains to domestic first year students who are coming to the University of Windsor

Definitions:

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

1. “Domestic first year student” means the student is entering their first year of undergraduate education and fits the university criteria to be eligible as a domestic student
2. “Residence guarantee date” means the date selected for which a student must apply for residence to be guaranteed a space in residence. The guarantee date is always the same date or a few days after the Ontario University Application Centre (OUAC) sets as the earliest date an Ontario high school student may be required to respond to an Ontario university offer of admission and give a financial commitment.

Roles and Responsibilities

1. The Admissions Secretary is responsible for:
 - a. Confirming the OUAC date and proposing a guarantee date each year
 - b. Reviewing applications for first year status and consulting with the Office of the Registrar on any discrepancies or concerns prior to assigning
 - c. Assigning first year domestic students who apply by the guarantee date
2. The Director is responsible for:
 - a. Confirming the guarantee date each year

Policy Statement:

A residence room is guaranteed for domestic undergraduate students entering their first year, who apply and submit the residence deposit by the residence guarantee date set by Housing and Residence Life. After that date, students can still apply however room assignments will be based on availability.

Review By:

Review every May



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of Windsor

Title: Procedures for Domestic First Year Student Guarantee Policy

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

Scope:

These procedures apply to the implementation of the Policy on Domestic first year student guarantee

Procedure:

1. All applications that are received by the residence guarantee date are reviewed by the Admissions Secretary after the residence guarantee date passes. Applications falling under this policy are separated from the rest of the applications. Data to determine the eligibility for the guarantee is provided through the student information system and the applications are coded.
2. All first year students falling into this guarantee as well as our international first year student guarantee (see separate policy for more information) are assigned first
3. First year students who apply after the residence guarantee date are assigned based on availability