



University  
of Windsor

**Policy Title:** Extension of Stay 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

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### ***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, Intersession and/or Summer terms
2. "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 an Extension Request Form. Such extension is subject to approval by Housing and Residence Life, in its sole discretion.

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

- Staying in Residence for following term
- Academic (Rescheduled exam, academic program dates are different)
- Non-Academic (ex. Transportation)
- Requests to stay past the period of residency between Fall and Winter terms do not have any additional fees

A Resident who is found in their room past their period of residency without having submitted an 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 Extension Request Form being launched
3. The Facilities 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
  - 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



University  
of Windsor

**Title:** Procedures for Implementing Policy Extension of Stay Past Period of Residency

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

**\*Revision Date(s):** October 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 extension Request Form is available.
2. Residents will complete the 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 provide the Admissions Secretary with information related to approved requests.
5. Admissions Secretary places extension daily fees onto the Resident's account.