

# Fall/Winter 2025-2026 Residence & Meal Plan Agreement

Upon my receipt of a room assignment, and for the term of my residency, I become the “Resident” of the assigned/selected “Room” and hereby acknowledge that this is a legal and binding agreement. The Parties acknowledge that the Agreement Period reflects the University’s academic year and that any changes to the academic year may change the Agreement Period.

This agreement applies to Residents of Cartier Hall, Laurier Hall, Alumni Hall, Rodzik Hall and UWindsor Suites. Some exceptions apply to residents of UWindsor Suites and these exceptions are noted in this agreement.

Under the Residence and Meal Plan Agreement, each Resident is subject to compliance with the following terms and conditions.

## A. ELIGIBILITY

1. To be eligible to live in Residence, the Resident must be enrolled in a minimum of one course per semester or enrolled in a placement related to academic requirements (ex. cooperative education, residency placement) at the University of Windsor or the Schulich School of Medicine & Dentistry – Windsor Campus.
2. If the Resident is no longer enrolled in any courses or academic placement the Resident will be required to vacate the room. The Resident must report registration status changes as soon as possible to Housing & Residence Life by email to [resservices@uwindsor.ca](mailto:resservices@uwindsor.ca).

## B. OCCUPANCY

1. Period of Residency: Unless otherwise determined in accordance with this Agreement, the University will provide the Resident with accommodation in a residence during:
  - a. Fall Term: **August 31, 2025**, or your assigned move-in date until 24 hours after the Resident’s final exams in **December 2025 or by 11:00am on the alternate exam date as listed on the University of Windsor Important Academic Dates**, whichever date and time occurs first.
  - b. Winter Term: 24 hours prior to the first scheduled day of classes in **Winter term 2025** until 24 hours after the Residents final exams in **April 2026 or by 11:00am on**

**the alternate exam date as listed on the University of Windsor Important Academic Dates**, whichever date and time occurs first. Residents applying for the Academic Year shall be committed to residence for both Fall and Winter terms and do not reapply for the Winter Term. Residents applying for Winter term only are subject to occupancy dates for Winter Term only.

- c. If the Resident does not have any exams scheduled, they must depart residence by 24 hours after the end of their last academic class or before the start of exams, whichever date and time occurs first.
  - d. Residents who are in an academic program that does not align with dates outlined in section B.1 will not be guaranteed an early arrival or extension and might need to find alternate housing arrangements for the portions of their academic term that falls outside of the dates mentioned herein.
2. Submission of a residence application does not guarantee a room assignment. Residents are not guaranteed their choice of residence, room, or roommate\suitemate. Room assignments are made at the sole discretion of Housing and Residence Life. Housing and Residence Life 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. *December Holiday Recess:* The University is closed from **December 24, 2025 to January 5, 2026**. The Resident may apply to stay during this period by submitting a Holiday Recess Stayover application before the deadline set by Housing and Residence Life. Such a request is subject to approval by Housing and Residence Life, in its sole discretion. If approved, the Resident is permitted to stay in residence during the December Holiday Recess at no additional charge. During the December Holiday Recess Food Services does not operate, there is limited caretaking and other services above and beyond emergency services will be not provided. No guests or social gatherings are permitted, and 24-hour quiet hours are in effect for the duration of the December Holiday Recess.
4. *Late Arrivals:* The Resident must notify Housing and Residence Life of an arrival date no later than **August 31, 2025** for the Fall semester and no later than **January 5, 2026** for new Winter Term assignments. This must be completed via the Late Arrival form found on the residence portal by end of business day on **August 31, 2025**, for Fall term move-ins or **January 5, 2026**, for new Winter term move-ins to avoid forfeiture of the room assignment. After these days the University is under no obligation to hold the room assignment.
5. *Early Arrivals:* If the Resident wants to arrive prior to the occupancy dates as outlined in section B.1 the Resident may apply for an early arrival via the Early Arrival form found on the residence portal. Such a request is subject to approval by Housing and Residence Life, in its sole discretion. The Resident will be charged a daily early arrival fee. If granted, the

Residence Agreement will apply from the time the Room is occupied. No guests or social gatherings are permitted, and 24-hour quiet hours are in effect for the duration of the early arrival period. During the early arrival period the meal plan is not active, there is limited caretaking and other services above and beyond emergency services will not be provided.

6. *Extension of Stay Past Term End Date:* 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 via the residence portal by the deadline date provided by Housing and Residence Life. Such extension is subject to approval by Housing and Residence Life, in its sole discretion. If approved, a per night extension fee will apply. If granted, the Residence Agreement will apply from the time the room is occupied until the Resident's departure. No guests or social gatherings are permitted, and 24-hour quiet hours are in effect for the duration of the extension period. During the extension period the meal plan is not active, there is limited caretaking and other services above and beyond emergency services will be not provided.
7. *Failed Arrivals:* If the Resident does not move in and fails to cancel their confirmed residence Room prior to **August 31, 2025**, for Fall term or **January 5, 2026**, for Winter term, the Resident will remain responsible for all Room fees.

## C. RESIDENCE FEES

1. *Total Residence Fees:* The Resident is responsible for paying all fees and charges for the Room as listed on the Housing and Residence Life website at: **<https://www.uwindsor.ca/residence/1424/fees-residence>**. The fees are for the duration of the terms outlined in section B.1. A Resident moving into residence after the first day of the residence term and for whom accommodations have been held, will receive no adjustment of their residence fees. If a Resident is assigned to a room after the Friday following the first day of class in either semester, according to the University Academic Calendar, the Room fee shall be prorated on a nightly basis.
2. *Residence Deposit:* As part of the application process, a deposit fee of \$475 is due for new residents. No deposit is required for returning residents. Upon room assignment, the deposit will be credited towards the first installment for the Residence Fees. This deposit is non-refundable except for the following circumstances:
  - a. A Room assignment is not received by the start of the term and the Resident requests to be removed from the waitlist no later than the first day of the residence term
  - b. Academic offer of admission has been rescinded by the university

3. *Programming Fees:* The Resident is responsible to pay a non-refundable fee of \$20 per term for programming. \$10 goes to the Windsor Inter-Residence Council (WIRC) for programming and advocacy activities facilitated by WIRC and \$10 goes towards student led floor and building programming.
4. *Non-Reduction of Fees:* The Resident agrees that there shall be no reduction of the Room fees or any other compensation for, or on account of, any loss, damage, inconvenience or discomfort arising from the interruption or curtailment of any accommodation, facility or service agreed to be furnished by the University. Nor will there be any reduction of Room fees or any other compensation for noise, disruption or inconvenience caused by construction, renovations or repair projects near or within the residence.
5. *Other Residence Fees:* There are additional fees that a Resident may incur while living in residence that include, but are not limited to, lock-out fees, key replacement fees, room switch fees, maintenance and cleaning fees and repair and replacement charges. These fees and charges are charged to a Resident's account.
6. *Payment Deadlines:* All University fees including Residence fees are payable in two installments:
  - a. Fall fees are due **August 15, 2025**
  - b. Winter fees are due **December 15, 2025**

## D. EARLY TERMINATION OF THIS AGREEMENT

1. *Early Withdrawal from Residence by Resident:* A Resident who wants to withdraw from residence prior to the end of the Winter term must submit a Withdrawal form. 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. Approval may be granted under the following conditions:
  - a. Resident withdraws academically, 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.
2. *Early Termination by University:* The University may terminate this agreement if the Resident breaches this agreement or any terms incorporated by reference to this Agreement, such as the Residence Community Standards (available at [https://www.uwindsor.ca/residence/1048/residence-community-standards.](https://www.uwindsor.ca/residence/1048/residence-community-standards)) effective immediately upon written notice to the Resident. If the Resident fails or refuses to vacate the premises, Housing and Residence Life shall have the right to enter and remove the

belongings of the Resident and to take possession of the premises. If the University terminates this Agreement for breach, a financial penalty of up to, but not exceeding, the full residence fee may be assessed. In addition, the Resident will be responsible for paying any additional damage or key replacement fees assessed after the Resident has moved out of residence. A Resident may appeal early termination through the Residence Resident Conduct Appeal Process. The University may uphold or rescind the termination in its absolute discretion. The Resident will be required to move out during the appeal process.

3. *Early Termination Refunds:* If a withdrawal request is approved, a prorated refund will be applied. No refunds will be available after **November 30, 2025**, for Fall term or **March 30, 2026** for Winter term.

## E. RISK & RESPONSIBILITY

1. The Resident must comply with all applicable laws and regulations, all University policies and procedures and the Residence Community Standards (available at <https://www.uwindsor.ca/residence/1048/residence-community-standards.>) Housing and Residence Life reserves the right to make changes to the Residence Community Standards. 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.
2. *Damage and/or Loss:* The Resident accepts responsibility for the use of the assigned Room, the contents and the safekeeping of the keys and access cards issued for the Room and/or residence. The Resident accepts financial responsibility for any damages, theft or loss incurred and any extra cleaning fees required due to the actions of the Resident and/or guests. In addition, the Resident may either individually or jointly be held responsible for the loss or damage in any common areas within residence. Any charges relating to loss or damage of the University Residence will be charged to the Resident's University Resident account. The University assumes no responsibility and is not liable for any loss, theft, or damage to Residents' personal property.
3. *Emergency Contact:* The Resident will identify an emergency contact on their application and will provide updated contact information if there are changes. Where behaviour, personal security or health issues are of serious concern, Housing and Residence Life reserves the right to notify the Emergency Contact listed on the Application. In these circumstances and when the Resident is less than 18 years of age, the parent or guardian may be notified rather than the emergency contact if that information is available.

4. *Entering Room:* Housing and Residence Life reserves the right to have University employees enter the rooms upon such notice as is reasonable in the circumstances without the Resident 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 Resident 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 Resident is not home; and/or when there is reasonable cause to believe that University regulations and/or the law is being violated.
5. *Room Reassignment:* Housing and Residence Life reserves the right to 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.
6. *Providing information to Canterbury College:* The Resident agrees that Housing and Residence Life may release residence related information to Canterbury College, where Housing and Residence Life determines it is appropriate to do so and/or if there has been early termination of this agreement by the University.

## F. MEAL PLAN

1. The Resident is required to purchase a meal plan for both terms. Refer to [www.uwindsor.ca/food](http://www.uwindsor.ca/food) for details on meal plan rates. Residents may contract for a meal plan of a higher value than stipulated in the fee schedule. Residents of UWindsor Suites are not required to purchase a meal plan.
2. 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.
3. Selling of unused meal plan money is not permitted.
4. The University accepts no liability for lost, misplaced or stolen Resident cards and reserves the right to confiscate without recourse, any Resident card which bears evidence of alterations. A fee will be levied for replacement of a card.
5. Any unused balance remaining on 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.
6. Residents can add funds to their residence meal plan in person at the UWinCARD Office or online at [www.uwindsor.ca/uwincard](http://www.uwindsor.ca/uwincard). They can review their last 30 days of transactions and check their UwinCARD balances online at [www.uwindsor.ca/uwincard](http://www.uwindsor.ca/uwincard), by using the

GET App or at the UwinCARD Office located in the Joyce Entrepreneurship Centre, 1st floor, West entrance. More information can be found here at [www.uwindsor.ca/uwincard](http://www.uwindsor.ca/uwincard).

7. The meal plan account is HST exempt on most purchases made at Food Service outlets on campus, except on taxable items at the following locations, The Corner Convenience in Alumni Hall or/and Odette School of Business with our Off-Campus Partners. This is a current meal plan tax policy and is subject to change in accordance with provincial or federal legislation.
8. 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.
9. *Breaks in meal plan service:* The University meal plan does not provide meals during the Winter Break between Fall and Winter terms and provides limited service during the Spring and Fall Reading Breaks. Dining hall hours are subject to change. Hours of operation are posted in advance.
10. *Early Termination Refunds:* 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 (subject to change based on approval) after **November 12, 2025** (subject to change based on approval) for the Fall term and **March 17, 2026** (subject to change based on approval) for the Winter term. No refunds will apply to the Capital charges applied to the meal plan. A \$50 administrative fee will be applied at the time of the Meal Plan adjustment.

## G. EXTERNAL CIRCUMSTANCES

1. *Emergencies and Unavoidable Events:* The University shall not be liable to perform its obligations under the Residence and Meal Plan Agreement when such failure is caused by fire, explosion, water, Acts of God, civil disobedience or disturbances, strikes, lockouts, or other labour interruptions, pandemic or epidemic, vandalism, war, riot, sabotage, failure of public utility services, governmental rules, or any other courses which are beyond the reasonable control of the University ("Emergency" or "Emergencies"). If the Residences cannot open and/or must close for any such Emergency, the University will use reasonable efforts to ensure that Residents are notified in advance and the University will use reasonable efforts to mitigate against the effects of the Emergency. The University is not liable for any loss in these Emergencies. There shall be no compensation in any form for

inconveniences or discomfort suffered because of emergencies or other circumstances which are beyond the control of the university.

2. In the event that the Residences cannot open and/or must close due to planned or unforeseen renovations or construction, which are beyond the control of the university but not an emergency, the University shall make reasonable efforts to notify the Resident in advance and provide substitute accommodation on or off campus.

## H. GENERAL

1. All policies and procedures can be found on the Housing and Residence Life website.
2. All electronic communication from the University of Windsor will be directed to the Resident's University of Windsor email address. It is the Resident's responsibility to check their University of Windsor email address regularly.
3. Photos and/or recordings may be taken throughout the year to support Housing and Residence Life events. These may be used on social media, website or other University publications.
4. Any inquiries regarding this agreement shall be sent to Housing and Residence Life at [resservices@uwindsor.ca](mailto:resservices@uwindsor.ca)

## FOR MORE INFORMATION

Housing and Residence Life

(519) 253-3000, ext. 3279

E-mail: [resservices@uwindsor.ca](mailto:resservices@uwindsor.ca)

Website: [www.uwindsor.ca/residence](http://www.uwindsor.ca/residence)

Food Services

Food/Dietary enquiries:

- Email: Joseph Moore at [joseph.moore@sodexo.com](mailto:joseph.moore@sodexo.com)

Meal Plan enquiries:

- UWinCARD Office at [uwincard@uwindsor.ca](mailto:uwincard@uwindsor.ca)
- Telephone: 519-253-3000 ext. 8946
- Website: [www.uwindsor.ca/food](http://www.uwindsor.ca/food)