

 BRANDON UNIVERSITY	WINTER BREAK RESIDENCE		
Board of Governors / Senate / Administrative Policy	Policy Sponsor:	Vice-President (Administration and Finance)	First Approved: <i>20 February 2026</i>
	Primary Contact:	Manager, Residence and Ancillary Services	Last Updated: <i>20 February 2026</i>
	Approved by	President	Review Scheduled: <i>February 2029</i>

1. PURPOSE

This policy outlines the conditions surrounding a resident's stay in one of the Brandon University Residences (McMaster Hall, Flora Cowan Hall, Darrach Hall) during the annual winter closure of university operations.

2. SCOPE

This policy applies to:

- Current University residents
- Prospective Winter Term University residents
- Residence and Ancillary staff

3. DEFINITIONS

Policy: means the *Winter Break Residence Policy*

Resident: a current registered student at Assiniboine College or Brandon University who lives in one of the three residence halls (McMaster Hall, Flora Cowan Hall, Darrach Hall).

University: means Brandon University

Winter Break: the time-period at the end of December/early January when the University is closed.

4. POLICY

To respect the academic learning and living environment, the wellness of students, and protect against damage to facilities, the following conditions must be met:

- a) Residence buildings will remain open throughout the Winter Break for residents who have registered and paid the associated fee.

- b) Residents who wish to stay over the Winter Break will need to register and pay the associated fee. A non-refundable Winter Break Residence Fee will be published each academic year. This fee covers room access only; meal plan charges do not apply during the Winter Break period.
- c) Winter Break Occupancy Request Forms (submitted through eRezLife) must be submitted by the published annual deadline. All associated fees must be paid by the corresponding deadline for a Resident to be approved to remain in Residence during the Winter Break. Late requests will only be considered in exceptional and truly unavoidable circumstances and must include a written rationale and supporting documentation. Approval of late requests is at the sole discretion of the University and should be regarded as highly unlikely.
- d) Residents will be responsible for their own food provision.
- e) Any student who has not registered and paid for Winter Break accommodation must vacate their residence within 24 hours after their last Term 1 exam, or by the University Winter Break Closure date, whichever occurs first. Their student card will be deactivated until their return date, which will occur 24-48 hours ahead of Orientation Day. Residents with a contract that spans both the Fall and Winter terms may leave their belongings in their room at no additional cost.
- f) The Residence and Ancillary Office will ensure that 24/7 Security will be provided throughout the Winter Break.
- g) Some Ancillary and Residence Staff will return to work 24-48 hours ahead of Orientation Day to assist new arrivals/returning students.

5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President (Administration & Finance)
- **Primary Contact:** Manager, Residence & Ancillary Services
- **Approval Authority:** President and Vice-Chancellor

6. RELEVANT LEGISLATION

This policy is governed by and complies with the following legislation and institutional documents:

- The Brandon University Act, C.C.S.M. c. B90
- The Human Rights Code, C.C.S.M. c. H175

7. RELATED POLICY DOCUMENTS

- Workplace Health and Safety
 - Brandon University Residence Agreement
 - Student Non-Academic Misconduct Policy
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This document is available in PDF format on the Brandon University website. This document can be obtained in alternative formats from the Office of the President, Room 116 Clark Hall.