

## **CEA Housing Policies**

Students should be familiar with CEA's complete housing policies. This information was provided to students as part of the application process and in their pre-departure materials and can also be found on our website: [www.ceaStudyAbroad.com/docs/default-source/policy-library/CEA\\_Policies](http://www.ceaStudyAbroad.com/docs/default-source/policy-library/CEA_Policies).

## **Local Rules & Regulations**

### **Description**

Each apartment has been carefully chosen to ensure the best possible living arrangements. All apartments are located within Madrid's city center; however, as Madrid encompasses a large metropolitan area, you should be prepared for a 20 – 35 minute commute to your university metro stop.

### **Meals**

Students are responsible for buying their own groceries. There is a fully equipped kitchen in each apartment in which students can prepare their own meals. There are many different shopping and dining options throughout the city and at the universities.

### **Phone and Internet**

There are no phones in the apartments. Students may use local pay phones for any outgoing calls. Many students also choose to purchase or rent cell phones while they are in Spain. The Madrid Onsite Staff will provide further information about this option during program orientation.

### **Linens**

One set of sheets are provided to each student. Students can either bring additional linens to Spain, or purchase them upon arrival. If students choose to purchase linens upon arrival, the Madrid Onsite Staff will be available to provide additional information on where to purchase them. The majority of the beds are twin size. Students are responsible for providing their own towels.

### **Laundry**

Each flat is equipped with a washing machine. Students are responsible for purchasing their own laundry detergent.

### **Smoking**

Smoking may be permitted in common areas. However, students should be respectful of their roommates.

### **Amenities**

All rooms are fully furnished including a bed, closet, shared bathroom, and will either have a desk or common study area.

### **Guests**

CEA students are responsible for the conduct of their guests while in CEA housing. Guests must be accompanied by a resident at all times. Overnight guests are not permitted in any housing assignment.

**Curfew**

There is no curfew in any apartment. However, students should be respectful of their roommates and neighbors when coming home late.

**Keys & Security**

Each student will be issued keys to their housing upon check-in. Under no circumstances may students make a copy of their keys. In the event that keys are lost during the program, students will be responsible for the cost of replacement. A minimum fee of \$50 will be deducted from the program damage deposit for each set of keys not returned upon completion of the program. In addition, students are required to follow any additional security procedures as dictated by their specific housing assignment/facility.

**Check-in**

Students will be driven in a van to their apartments. The owner of the apartment will be waiting for the student in the main entrance to show them the apartment, and neighborhood,.

**Housing Checks**

During the semester, there will be a mid-semester housing check, and one more right before the end of it.

**Check-out**

Students are supposed to leave their apartments on the program end date, before noon.

**Housing Problems**

CEA commits to providing suitable student housing. Once housing is assigned by CEA, there are only limited or special circumstances in which CEA will make changes to a student's housing assignment. Such changes will be made at CEA's discretion and will require payment of \$300 (Change of Housing Fee) and all additional costs incurred as a result of the change.

In the exceptional circumstances that a change of student housing assignment is deemed necessary, CEA reserves the right to relocate student/s to any vacant CEA accommodation spots at any time during the program. Existing tenants affected by such a change will be given a minimum of 48 hours notice prior to the inclusion of a new flat mate into their apartment.

For academic year and double semester students, changes to housing preferences for the second semester must be made at least 20 days before the application closure date for the second semester.

If the student is asked to leave the housing assignment due to their misconduct (as determined by the host family, landlord, dormitory director or CEA; see CEA Code of Conduct for further details), and is allowed to remain on the program at the discretion of CEA, the student will forfeit their \$300 security deposit. The student will not be offered a new CEA housing assignment, and no refunds will be available. In addition, CEA staff will not assist students in finding new independent housing. Please note misconduct may result in immediate expulsion from CEA housing and/or the CEA program. Once the decision of eviction has been made, the student/s will be informed immediately and will be expected to leave their housing within a period of 24 hours to 7 days depending on the specific circumstances.

**Utilities**

CEA will cover all reasonable utility expenses. Students who incur utility charges above and beyond what is deemed reasonable by CEA will be responsible for paying the excessive charges. It may take up to three months for foreign utility bills to be issued; therefore, CEA reserves the right to hold program deposits until all utility bills have been reviewed. If the program damage deposit does not cover all utility charges, the student will be billed accordingly. CEA reserves the right to withhold academic transcripts for any outstanding balance on student accounts.

Please note that utility rates are typically much higher than in the US. Students are expected to be mindful of this when using electricity, water and gas in their host country, and to be more conservative than they might otherwise be.

### **Damages**

All students must respect all furniture, property, and other items provided. All damage, even unintentional, will be billed to the student responsible. If responsibility cannot be determined, the cost will be split equally among all residents. If excessive cleaning and/or trash removal is required at the end of the program, students will be responsible for all additional costs incurred. In addition, CEA will, without liability, dispose of any personal items left in CEA housing at the end of this contract term. If the program damage deposit does not cover all charges, the student will be billed accordingly. CEA reserves the right to withhold academic transcripts for any outstanding balance on student accounts.