

### CEA CAPA Housing Policies

Students should be familiar with CEA CAPA's complete housing policies and CEA CAPA housing description and regulations below before confirming their housing application. CEA CAPA Housing policies can 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).

### Student Residence Overview

Students looking to stay abroad with other international students and get the benefits of shared living should pick this housing option. Students will be placed in a hotel-like building in a furnished private room. The room includes a bed, desk, chair, shelves, and shares a common lounge space and kitchen with 1-3 other students. The residences have ample communal space inside and outside, study spaces, and shared laundry facilities. The buildings have 24-hour reception and an on-site restaurant. Our student residences are located within 15-20 minutes walking or on public transportation from University of Cape Town.

### Rules & Guidelines

#### CEA CAPA Housing Agreements

1. I agree that I am a guest in my host country and am prepared to learn about and adapt to the cultural differences that I may encounter. I understand that the rules and etiquette in my assigned housing may be different than what I may be accustomed to at my home institution.
2. I agree to be respectful of my roommates and their personal items. I understand that part of my experience is learning to live with others and to respect and appreciate personal differences. I understand that if I am unable to resolve any conflict that may arise between my roommates and me within a reasonable timeframe, that CEA CAPA resident staff has the authority to intervene and take appropriate actions, which may include, but may not be limited to, a change of housing. I further understand that I will be responsible for any costs incurred as a result of such an event.
3. I agree to be respectful of all residential and building property. This includes all items within my room, shared common areas, and the building. This also includes keeping my room clean throughout the duration of my program.
4. I agree to be respectful of my neighbors, both within my building and in the surrounding areas. This includes keeping noise levels down and being discreet and quiet in the surrounding streets when coming home late.
5. I understand that as a representative of CEA CAPA, my home University, and the US, I am expected to conduct myself in a considerate and respectful manner while in my housing.
6. I agree not to consume alcohol or any illegal substance in my housing.
7. I agree to thoroughly read the guidelines included below, and I understand that I will be held responsible for adhering to them for the duration of my program.

#### Meals

Students will not have any meals included in this housing option. Students can store items in their room's refrigerator. Kitchen utensils, pots, and pans are not included.

#### Phone and Internet

Wifi is provided in the student residences.

### **Linens**

Students will be provided with all bed linens, including pillows, sheets, and a comforter. Towels are not included.

### **Laundry**

Students will be able to use the on-site launderette.

### **Amenities**

Each student's room is fully furnished including a bed, a closet/dresser, dining table and chairs. Each apartment room includes a small kitchen with refrigerator and cooktop. Utensils, pots and pans are not included. Each room also has a private bathroom with shower and toilet. The building offers 24/7 security, secured bike parking and a parcel delivery service. There are communal study lounges and study rooms. All floors are accessible by elevator.

### **Guests**

CEA CAPA students are responsible for the conduct of their guests while in CEA CAPA housing. Overnight guests are Not Permitted in any housing assignment.

### **Curfew**

Students have no curfew, but there are community guidelines at the facility. Please respect the quiet time of neighbors.

### **Drugs and Alcohol Use**

Alcohol, drugs or other illegal substances are ABSOLUTELY PROHIBITED in all CEA CAPA Housing. Furthermore, students who consume alcohol or illegal substances in their housing and/or come home while intoxicated will be subject to disciplinary actions. Such disciplinary actions may include written reports, expulsion from the housing and expulsion from the CEA CAPA program without the right to reimbursement.

### **Keys & Security**

Each student will be issued keys to their housing upon check-in. This may include a key to their room and a key to the building. Under no circumstances may students make a copy of their keys, or give their keys to anyone.

Students are responsible for keeping their room doors locked at all times and locking the building's main door when they enter or leave the building. Students are required to follow any additional security procedures as dictated by their specific housing assignment/facility. Under no circumstances may students make a copy of their keys. If keys are lost, students are responsible for the cost of replacement and, in some cases, replacement of door locks.

In the event that keys are lost during the program or that students don't follow CEA CAPA regulations, 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. Students are required to follow any additional security procedures.

### Personal Belongings

Students are responsible for securing their personal belongings. CEA CAPA is not responsible for and does not reimburse students for lost or stolen goods. Students are responsible for locking their doors.

### Housing Emergencies

In case of housing problems, students must contact the CEA CAPA Onsite staff immediately. The Onsite staff will work with the housing administration and the student to facilitate communication and try to resolve any problem that may arise.

### Fire Safety

Tampering with smoke detectors is forbidden; violations will result in fines. Students must avoid creating fire hazards and report any fire hazards to their host and CEA CAPA as soon as possible. For example, using candles is a fire hazard and should be avoided.

### Check-in

Students will be given a full set of keys and will be explained the rules of their specific housing assignment.

### Housing Checks

CEA CAPA reserves the right to:

- Allow entry by authorized personnel for inspection and repair;
- Allow entry by authorized personnel for disciplinary purposes upon reasonable cause to suspect violations of CEA CAPA conduct regulations, in an emergency, or for any other appropriate reason.

### Check-out

CEA CAPA will monitor student housing check-out at the end of the program. You must adhere to the proper checkout procedures when vacating CEA CAPA housing, which include turning in keys, removing personal items, waste and debris, and leaving the room in an acceptable, clean condition. The CEA CAPA Onsite Staff will make every effort to inform students of any fees that will be withheld from the program deposit prior to departure; however, CEA CAPA reserves the right to inspect housing after students' departure.

### Housing Problems

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

If the student is asked to leave the housing assignment due to his or her misconduct (as determined by the host family, landlord, dormitory director or CEA CAPA; see CEA CAPA Code of Conduct for further details), and is allowed to remain on the program at the discretion of CEA CAPA, the student will not be issued a new CEA CAPA housing assignment, and no refunds will be available. In addition, CEA CAPA staff will not assist students in finding new independent housing. Please note misconduct may result in immediate expulsion from CEA CAPA housing and/or the CEA CAPA program.

### **Utilities**

CEA CAPA will cover all reasonable utility expenses. Students who incur utility charges above and beyond what is deemed reasonable by CEA CAPA will be responsible for paying the excessive charges. Please note that water, electricity and telephone charges are very expensive in countries outside the US. Students are expected to be mindful of this when using these services in their host country, and to be more conservative than they might otherwise be accustomed to.

### **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. Please note, 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 CAPA will, without liability, dispose of any personal items left in CEA CAPA 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 CAPA reserves the right to withhold academic transcripts for any outstanding balance on student accounts.