

### 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).

### Residence Hall Overview

Students will be living in a university Residence Hall. Located across the city and housing between 180 and 600 residents. Residence halls offer students the opportunity to be a part of a larger student community and to make friends from around the world. It is important for students to keep in mind that British residence halls follow local and traditional standards of student accommodations. The several different sites that CEA CAPA has partnered with all have different characteristics. Students will live with American, International, and/or British students. Some residence halls have cafeterias on site. All residence halls are in close proximity to convenient metro lines that bring students to the city center within approximately 30 to 60 minutes.

### Rules & Guidelines

#### CEA 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 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 and/or apartment clean throughout the duration of my program. Please see Damages section below for further details regarding cleaning.
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 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

Depending on the residence hall, students have access to one, shared, communal kitchen located on each floor. Students can prepare their own meals and eat in the kitchen area, or in some cases, in their rooms.

### Phone and Internet

All residence halls have wireless internet access. No phones provided at any of the residence halls.

### Linens

Sheets, comforters/blankets, pillows and towels are provided. Toilet paper will be provided provided. All other personal hygiene items are the student's responsibility.

### Laundry

Students have access to a laundry room (washers & dryers) within the residence hall building, at an additional cost.

### Smoking

There is no smoking allowed in Residence Halls. Students may smoke outside.

### Amenities

CEA CAPA students will live in single rooms. Each room is equipped with a bed, desk and clothes storage. Some rooms may be clustered together to form a flat within the residence hall. Certain residence halls have a sink and toilet in the room, while others have shared toilets in the hall. Rooms are single-sex, but floors, including showers and toilets on the hall, are mixed. Residence halls have a combination of common areas for all students, including student lounges, study halls, and games rooms. Residents are responsible for keeping dorm rooms and common areas clean; however cleaning schedules are put in place for common areas by each Residence Hall.

### Guests

CEA CAPA students are responsible for the conduct of their guests while in the housing facilities. In certain residence halls, guests are not permitted in bedrooms but are allowed to visit in common areas. Overnight guests are not permitted in any housing assignment.

### Curfew

Students staying in residence halls have no curfew. Please respect the quiet time of your hall-mates and neighbors.

### 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 or damaged during the program, students will be responsible for the cost of replacement. In addition, students are required to follow any additional security procedures as dictated by their specific housing assignment/facility.

### Check-in/Check-out

Upon arrival, a member of residence hall staff will conduct a check-in of your room and fill out an inventory form. At check-out, the state of your room will be compared to this form in order to assess any damage that may have been done during your stay. CEA CAPA will monitor student housing check-out at the end of the program. You must adhere to the proper check-out procedures when vacating CEA CAPA housing/Halls of residence, which include turning in keys, removing personal items, waste and debris, and leaving the room/apartment 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 Inspections

For reasons of safety, security, and prevention, residence hall staff and CEA CAPA personnel reserve the right to inspect students' rooms at any time. Housing inspections could occur at any time, with or without notifying the student ahead of time.

### 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.

CEA CAPA reserves the right to fill any empty housing with CEA CAPA students at any time throughout the program. For academic year students, changes to housing preferences for the second semester must be made no later than the application closure date for the second semester.

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 forfeit their \$300 security deposit. 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.

### Maintenance

While CEA CAPA works to source the best and fastest service possible, students should recognize that it can sometimes take days or weeks to manage a maintenance issue in residence halls. CEA CAPA works closely with residence hall staff to find solutions as quickly as possible. Cooperation and patience are essential in reporting any problems or difficulties within a reasonable time period so that CEA CAPA can assist in finding a resolution. Students are welcome to contact residence hall staff directly in the event of a maintenance issue. Residence staff can often troubleshoot solutions quickly as they are onsite and work closely with campus maintenance staff.

### 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 electricity is very expensive in countries outside the US. Students are expected to be mindful of this when using electricity 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. In the absence of detailed invoices to repair damages, students will be billed according to the CEA CAPA damage pricing list.