

### Housing Policies

Students should be familiar with CEA CAPA's *Participant Housing Agreement Form* prior to the program start date. This information was provided to students in their pre-departure materials and can also be found on our website at <https://www.ceastudyabroad.com/student-policy>.

### Residencia Overview

Residencias are off-campus accommodations that house approximately 200 students. Residents are typically a mixture of Spanish and other international students. Each room, whether single or double will have a private bathroom.

Residencias are located in Madrid. The city encompasses a large metropolitan area, you should be prepared for up to 75 minute commute to your university metro stop. Commute may vary by location and may be shorter than the projected max time. Please note that the cost for public transportation is not included.

### Meals

Meals are provided only in the Residencia B – Full Board option (Monday – Sunday).

Residencia A has a fully equipped kitchen shared by all the residents, in which students can prepare their own meals. Students are responsible for buying their own groceries. There are many different shopping and dining options throughout the city and at the universities.

### Phone and Internet

There are no phones in the Residencias rooms. 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.

Residencias have Internet access, Ethernet cable in the rooms and WIFI in common areas.

### Linens and Towels

Students will be provided with bed linens, blankets or comforters.

Students will be provided with towels.

### Laundry

Laundry facilities include are washer and dryers.

### Cleaning

Weekly or biweekly cleaning service, depending on the Residencia.

### Maintenance

There is an in-house maintenance service in the Residencias and students should report all incidents in the first instance to the Residencia reception. Students are asked to report any ongoing maintenance issues to the CEA CAPA Madrid Housing Department who will act on behalf of the students in such cases as well as whenever a student requests assistance.

### **Alcohol, Smoking and Drugs**

Alcohol abuse or signs of drunkenness is not accepted. Smoking and drug consumption or possession is not allowed in any CEA CAPA housing.

### **Amenities**

All rooms are fully furnished including a bed, closet, private or shared bathroom, and a desk.

### **Guests**

Each Residencia has his own policy regarding overnight guests. Please check with the front desk staff for more information. CEA CAPA students are responsible for the conduct of their guests while on the Residencia premises.

### **Curfew**

There is no curfew in any housing assignment. However, students should be respectful of their roommates and fellow residents when coming home late.

### **Keys & Security**

Each student will be issued a key access card/bracelet to their room upon check-in. In the event that keys cards/bracelets are lost during the program, students will be responsible for the cost of a replacement. Students should inform CEA CAPA and the Residencia as soon as possible of any lost or stolen key cards.

CEA CAPA is not responsible for any lost or stolen personal items (laptops, jewelry, cell phones, cameras, bags, etc). We strongly advise students to insure their personal belongings for the time that they will be abroad. Any student who is a victim of crime should notify the onsite staff as soon as possible so that they are informed of the necessary safety protocols.

### **Check-in**

Students will be driven to their Residencia from the airport when arriving on the check-in date.

### **Check-out**

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

### **Utilities**

All utilities are covered.

Please note that 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. Be aware that utility rates are typically much higher than in the US, and that it is important to make a sustainable and responsible consumption of resources.

### **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 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.

### **Housing Changes and Discipline**

CEA CAPA commits to providing suitable student housing. Once housing is assigned by CEA CAPA, students may not change their housing assignments. Any changes deemed necessary will be made at CEA CAPA'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 CAPA reserves the right to relocate student/s to any vacant CEA CAPA accommodation spots at any time during the program. Fellow CEA CAPA students affected by such a change will be given a minimum of 24 hours' notice prior to the inclusion of a new roommate.

For academic year and double semester 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 their misconduct (as determined by the Residencia management or CEA CAPA Madrid; see CEA CAPA Code of Conduct for further details), the student will forfeit their security deposit. The student will not be offered 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. 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.

### **Conflicts**

You agree to make CEA CAPA staff aware of any conflicts or significant disagreements regarding issues with roommates. Any information you share with a member of the staff can be shared with a third party if CEA CAPA considers it necessary. CEA CAPA staff has the authority to intervene and take appropriate action regarding such disputes which may include, without limitation, a change of housing assignments. You will be responsible for any costs associated with the resolution.