

## 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: [http://www.ceaStudyAbroad.com/docs/default-source/policy-library/CEA\\_Policies](http://www.ceaStudyAbroad.com/docs/default-source/policy-library/CEA_Policies). Below you'll find a guideline of CEA's Housing Policies.

## Local Rules & Regulations

### Effective dates

Please review your full details in CEA web page.

You must vacate your housing no later than noon on the specified program end date.

### Description

Each homestay has been carefully chosen to ensure the best possible living arrangements for each student. Homestays may consist of a single señora (with or without children) or a traditional two-parent household. This housing option allows students to practice their Spanish outside the classroom while learning and integrating in the Spanish culture. In most cases, two or three students are housed with each family.

Most Homestays families have been working with CEA for years hosting program participants, and are sensitive to CEA students' needs. However, program participants should remember that they are guests and will be expected to adapt to the traditions and rules of their host family.

### CEA Housing agreement topics:

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 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 and/or apartment clean throughout the duration of my program. The host mum will only clean up the student bedroom if it is organized and tidy.** 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. In many countries, it is against the law to make excessive noise after 10 pm.**
5. I understand that as a representative of CEA, 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**

Students will be provided **three meals per day, seven days a week, nevertheless, on Sunday the family may serve simpler meals.** Students should keep in mind that meals in Spain are different from what they are accustomed to in the US. Breakfast is typically very light, consisting of fruit or toast with jam and coffee. Lunch is the largest meal of the day and is usually eaten between 2:30 – 3:30. Dinner is a bit lighter and is usually eaten between 9:00 – 10:00. **Students will be expected to eat at the times designated by their family and in most cases will not have kitchen access.** In addition, students are expected to notify their family if they will be arriving late for or missing any meals.

### **Phone**

There might be a phone in each homestay available for brief incoming calls before 10 pm. CEA will arrange for you to have the option to set up a cell phone rental during your stay. 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 Seville Resident Staff will provide further information about this option during program orientation.

### **Linens**

Students will be provided with all bed linens and towels by their host family.

### **Laundry**

Students will receive laundry service at least once per week. Students will not have access to laundry facilities in the homestay.

### **Alcohol/Smoking/Drugs**

A glass of wine at dinner is common practice in many Mediterranean families. However, alcohol abuse or signs of drunkenness is not accepted. Smoking and drug consumption or possession is not allowed in any CEA housing unit or facility.

### **Amenities**

All rooms are fully furnished including a bed, closet, shared bathroom, and usually include a desk or study area. As a guest in someone's home, students should always ask before using items in the home.

### **Guests**

CEA students must ask permission of their host family in advance if they would like to bring a guest into the home and will be responsible for the conduct of the people visiting their housing, including any damages they cause. Students are also responsible if their visitors violate any local rules or regulations. **Overnight guests are not permitted in any housing placement under any circumstances.**

CEA Program Students welcoming friends or family to their host city, or CEA Program Students who have met friends on-site, must find independent accommodation for those visitors.

### **Curfew**

There is no curfew in any homestay. However, students should be respectful of their family 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.

### **Theft**

Students are fully responsible for their personal belongings and will not receive compensation from CEA for any theft or damage of those belongings by a third party or CEA Program Students. Insurance claims can only be filed under specific conditions where forced entry or break-in can be established. Theft or damage resulting from negligence (open window, unlocked door, items forgotten, items loaned to someone, keys left in a door, etc.) is not covered within CEA's housing insurance.

### **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. 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. 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.

### **Check-in/Check-out**

CEA will monitor student housing check-out at the end of the program. You must adhere to the proper check-out procedures when vacating CEA housing, which include turning in keys, removing personal items, waste and debris, and leaving the room/apartment in an acceptable, clean condition.

The CEA Resident Staff will make every effort to inform students of any fees that will be withheld from the program deposit prior to departure; however, CEA reserves the right to inspect housing after students' departure.

**Misconduct:** Misconduct may result in immediate expulsion from CEA housing and/or the CEA program. If you are asked to leave the housing assignment due to a violation of any housing policy or for violation of the CEA Code of Conduct, you will forfeit your \$300 security deposit. You will not be issued a new CEA housing assignment and you will not receive a refund. In addition, CEA will not provide assistance in sourcing and securing independent housing and will not intervene on your behalf in any independent housing issues

### **Damages**

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

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 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.