

## 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).

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

A residencia allows each participant to feel comfortable living in a setting different than in a homestay or apartment. The residencia is located in the urban center and the building is a complex space that reflects historic architecture of the cozy traditional Sevillian houses. The residencia offers students the benefits of an apartment, but also provides the services of a homestay such as meals, laundry, and cleaning (see details below). Students will enjoy an international environment while practicing the language with the local staff and Spanish students.

Laundry options may vary depending on the particular residencia. Students may be placed in single, double, or triple rooms. Academic Year students living in a residencia will have to verify the availability of holiday housing.

### 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.
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. Cleaning service only will clean up if bedrooms and common areas are tidy and organized.** 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 from Monday to Sunday. No meals will be provided on local or national holidays since this is usually a day off for the service staff.** 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 pm – 3:30 pm. Dinner is a bit lighter and is usually eaten between 9:00 pm – 10:00 pm. **Students will be expected to eat at the designated times and in most cases will not have kitchen access.** In addition, students are expected to notify the staff if they will be arriving late for or missing any meals.

### **Phone**

CEA requires that students have a local service phone number available to staff for emergency contact purposes. Relying on Wi Fi spots for communication is not dependable and will not ensure that CEA staff can reach you in the case of an emergency. Students may choose to acquire a cell phone prior to departure or once they arrive at their study abroad destination. Once students arrive to their program destination, CEA program staff will share more information regarding local cell phone options. We encourage our program participants to research their options and choose the best provider to meet their needs.

### **Linens**

Students will be provided with all bed linens and towels.

### **Laundry**

The residencia offers students free self- service laundry once per week. Students will have access to a small laundromat in the residencia.

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

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.

### **Pets**

Pets are not allowed in any CEA housing unit or facility.

### **Amenities**

All rooms are fully furnished including a bed, closet, shared bathroom, and usually a desk or shared study area. Students should always ask before using items in the casa.

### **Visitors**

You are responsible for the conduct of people visiting your housing, including any damages they cause. You are also responsible if your visitors violate any local rules or regulations. **Overnight visitors are not permitted in any CEA 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 residencia. However, students should be respectful of their roommates, residents 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.

### **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 students' 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.