

### CEA CAPA Housing Policies

Students should be familiar with CEA CAPA'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: <https://www.ceastudyabroad.com/student-policy/cea-policies#housing-policies>

### Description

CEA CAPA students studying in Aix en Provence will live in centrally located CEA CAPA apartments. Apartments vary in size, from one to two bedrooms and students will have to share a bedroom with another CEA CAPA participant (single rooms are subject to availability). All apartments are furnished with a bed and comforter for each student, closet or dresser, table and chairs, equipped kitchen with cooking utensils, refrigerator, stove top, sink and shared bathroom. Apartments have their own washers. It is impossible for two apartments to be identical in a city that is many hundreds of years old. Depending on the exact location of your apartment, it will take approximately 10-25 minutes to walk from your home to school.

### Local Rules & Regulations

#### 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 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. In many countries, it is against the law to make excessive noise after 10 pm.
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

Students residing in an apartment do not receive a meal plan. There is a kitchen in each apartment in which students can prepare their own meals. Kitchens are furnished with utensils and have a refrigerator, microwave, stove top and sink.

### Phone and Internet

There is WIFI in the apartments. Students should either get an international plan before leaving the US or buy a cheap burner phone and French SIM card on arrival, or just a French SIM card if the phone is unlocked to receive and make calls, as well as to communicate with their family and friends.

### Linens

Students will be provided with a pillow, a comforter and 1 linen set. Students should bring their own towels and additional sheets can be purchased onsite.

### Laundry

All apartments are equipped with a washing machine.

### Smoking

There is no smoking allowed in the apartments. Students may smoke outside.

### Amenities

CEA CAPA students will share a bedroom. Apartments are furnished including beds, desk or table, closet, and shared bathroom.

### 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

Apartment residents have no curfew. It is a law in France however, to not make noise after 10pm. Students must respect the quiet time of their roommates 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 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 key not returned upon completion of the program.

### Check-in

Upon moving in to your apartment students will be required to complete and sign an Inventory Checklist, which will be an accurate and complete record of the contents and conditions of your room and shared common areas.

### Housing Checks

CEA CAPA staff may check apartments any time it deems necessary throughout the semester without prior notice to students.

### Check-out

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, which include turning in keys, removing personal items, waste and debris, and leaving the room/apartment in an acceptable, clean condition. At the end of the program, you must check out of your housing with the CEA CAPA Resident Staff. The Inventory Checklist and housing inspection will serve as the basis for billing or refunds as appropriate. The CEA CAPA 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 CAPA reserves the right to inspect housing after students' departure.

### Housing Problems

Any housing problems should be communicated to the CEA CAPA staff, who will either advise the students how to fix the problem or make arrangements to see that the problem is resolved.

Housing problems, unless an emergency, should be communicated during work hours by phone or by email.

### 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.