

## 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:

[www.ceastudyabroad.com/docs/default-source/policy-library/CEA\\_Policies](http://www.ceastudyabroad.com/docs/default-source/policy-library/CEA_Policies).

## Description

All CEA CAPA apartments in Florence are located in or adjacent to the historical center of the city, within walking distance of the CEA CAPA Study Centers and SRISA, the city's main points of interest and shopping areas. The walking distance from an apartment to the Study Centers varies; however, it never exceeds a maximum of 45 minutes on foot. Typical apartments are fully furnished and suitable to host from 2 to 10 students in double or triple bedrooms. Co-ed living is usually not accommodated; exceptions may be made but cannot be guaranteed.

Single rooms are sometimes available, but their numbers vary per semester. Allocation of single rooms will be based on availability and date of request. Please note that we cannot guarantee that all requests for single rooms through the Online Housing Application will be fulfilled.

Safes to keep valuable objects are not available in student apartment. Please keep this in mind as you decide what items to bring with you for your time abroad.

## Local Rules & Regulations

### Meals

There is a fully equipped kitchen in each apartment in which students can prepare their own meals.

### Phone

CEA CAPA apartments are not equipped with house phones. Students are strongly encouraged to have a working cell phone for the duration of their program. Please refer to our Onsite Policies for further information on cell phones: <http://www.ceastudyabroad.com/student-policy/cea-policies>

### Internet

All apartments are equipped with a wireless internet connection. Students should recognize that Italian connections are not as fast or reliable as their typical connections at home. An adequate internet connection is guaranteed in all common areas of the apartment, but cannot be guaranteed in all bedrooms.

### Linens

Two sets of bed linens are provided; however, students have to be prepared to provide their own towels and a third set of sheets, should they desire them. They can either bring their additional linens, or purchase them upon arrival. Beds are twin size.

### **Laundry**

Each apartment is equipped with a washing machine. Dryers are not available, as they are a rarity in Italy. Supplies to allow you to line-dry your clothes will be available. Students must be aware that in Florence it is prohibited to dry clothes out of windows that look out onto the street. There are laundromats in Florence where students can wash and dry clothes. During orientation the CEA CAPA Onsite Staff will provide students with more details.

### **Smoking or Open Flames**

Smoking is not permitted in any CEA CAPA apartment, including on balconies or patios/terraces. The use of candles and incense is not permitted either for safety reasons.

### **Terraces, Balconies, Large Windows**

Your CEA CAPA apartment may include a terrace, balcony, or large windows. Participants are expected to take full responsibility for their personal safety and that of any guests to their assigned program housing. Participants will be expected to respect the safety guidelines outlined in our Housing Policies while in program housing. Violation of these guidelines may result in disciplinary action, including but not limited to eviction from program housing through dismissal from the program.

### **Amenities**

Each apartment is furnished with a comfortable but simple living space, sleeping area(s), bathroom(s) and kitchen(ette).

### **Guests**

CEA CAPA students are responsible for the conduct of their guests while in CEA CAPA housing. **No overnight guests of any kind are permitted in any housing assignment, per Italian law.**

### **Curfew**

There is no curfew in CEA CAPA apartments. However, excessive noise inside or outside of an apartment is illegal after 11pm, punishable by fine. Students must be respectful of their roommates and neighbors.

### **Keys & Security**

Each student will be issued keys to their apartment upon arrival. Students are required to follow the security procedures dictated by the specific housing assignment which includes but is not limited to: keep apartment keys separated from the apartment address, be sure that the building and the apartment doors are always closed, be sure to lock your apartment door if you are the last to leave the apartment. Never open the building door to anyone who has not first identified themselves.



## Housing Overview

Florence, Italy

Apartment

At the end of the program, apartment keys must be returned. Students will be provided with more details during the check-out meeting with the Onsite Staff. A minimum fee of Euro 50 will be deducted from the program damage deposit for each set of keys not returned upon completion of the program.

### Check-in and Condition Report

Upon arrival, students may be met or accompanied to their assigned housing by a CEA CAPA representative. All essential information will be given to the student(s) to ensure that they understand certain specifics about their own apartment. Following this, during Orientation, meetings are organized within student apartments to walk students through the particulars of their own living space and ensure that students know how everything in the apartment works. All students housed in the apartment must be present for this meeting.

Students will be requested to fill out a Condition Report, which gives students the opportunity to report any pre-existing damages or issues within the apartment, ensuring that they are not held responsible for them.

### Housing Checks

During the program, CEA CAPA Onsite Staff may conduct housing checks. Typically, these checks are announced; however, CEA CAPA reserves the right to check apartments at any time during the program without prior notice to students.

At the end of the program, a check-out meeting may be scheduled by CEA CAPA Onsite Staff or landlord, together with the residents of each apartment. All students housed in the apartment must be present for the appointment.

Please note that **all housing must be vacated on the program end date no later than 10:00am.**

### Housing Problems

In case of housing problems, students must contact CEA CAPA Onsite staff immediately using the appropriate method of notification, indicated during Orientation. The Onsite Staff will work with the housing administration to resolve any problem that may arise. Students must be aware that it may not be possible to resolve some problems immediately.

### 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. CEA CAPA Onsite Staff will notify students if their utility meter readings indicate that they are using more than their allotted amount.

Please note that utility rates are typically much higher in countries outside the US. Students are expected to be mindful of this when using electricity, water and gas in their host country, and to be conservative in their use. It may take up to three months for foreign utility bills to be issued; therefore, CEA CAPA reserves the right to hold program deposits until all utility bills have been reviewed.

### Damages



## **Housing Overview**

Florence, Italy

Apartment

Unless students notify CEA CAPA Onsite Staff of a pre-existing damage in their apartment within 24-hours of check-in, students are responsible for any damage to the apartment and its contents incurred during their stay. All students must respect all furniture, property, and other items provided. Students are required to report damages and malfunctions as they occur, in a timely manner. This rule applies as well to malfunctions of any kind in the apartment, from plumbing to electricity problems. Not only will this enable the problem to be resolved in a timely manner, but it also may assist in keeping any costs to a minimum. All CEA CAPA apartment landlords will have the final say on damages.