

Housing Policies

Participants should be familiar with CEA CAPA's complete housing policies. This information was provided to participants 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.

Residencia Overview

Residencias are off-campus accommodations that house up to 350 students. Residents are typically a mixture of Spanish and other international students. Each room, whether single or double will have a private bathroom. All residencias are located within the city of Madrid. However, as Madrid encompasses a large metropolitan area, you should be prepared for up to 60 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). Each residencia is subject to its own timetable for meals.

Residencia A has a kitchen in which participants can prepare their own meals. It could be private kitchen space located inside the bedroom, or a fully equipped kitchen in the common spaces shared by all the residents. Participants 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. Participants may use local pay phones for any outgoing calls. Many participants 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.

Bedding and Towels

Participants will be provided with sheets, blankets or comforters, and pillows.

Participants will be provided with towels.

Laundry

Laundry facilities include washers and dryers. They may be pay-per-wash.

Cleaning

Weekly or biweekly cleaning service, depending on the Residencia.

Maintenance

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



Housing Overview

Madrid, Spain

Residencia

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, limited storage space, private or shared bathroom, and a desk.

Guests

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

Curfew

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

Noise Policy

It is forbidden to make noise from 10 PM to 7 AM during weekdays, and to 8 AM during weekends and holidays. It is not only a CEA CAPA rule, but is also Madrid Law.

Keys & Security

Each participant 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, participants will be responsible for the cost of a replacement. Participants should inform 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 participants to insure their personal belongings for the time that they will be abroad. Any participant 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

Participants will be driven to their Residencia from the airport when arriving on the check-in date and when eligible for airport pickup. Participants should go to the front desk to complete the check in process.

Check-out

Participants must leave their housing on the program end date, by noon.

Utilities

All utilities are covered.

Please note that participants 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



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much higher than in the US, and that it is important to make a sustainable and responsible consumption of resources.

Damages

All participants must respect all furniture, property, and other items provided. All damage, even unintentional, will be billed to the participant 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, participants 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 participant will be billed accordingly. CEA CAPA reserves the right to withhold academic transcripts for any outstanding balance on participant accounts.

Housing Changes and Discipline

CEA CAPA commits to providing suitable participant housing. Once housing is assigned by CEA CAPA, there are only limited or special circumstances in which CEA CAPA will make changes to a student's housing assignment. Such changes will be made at CEA CAPA's discretion and will require payment of \$400 (Change of Housing Fee) and all additional costs incurred as a result of the change.

In the exceptional circumstances that a change of participant housing assignment is deemed necessary, CEA CAPA reserves the right to relocate participant/s to any vacant CEA CAPA accommodation spots at any time during the program. Fellow CEA CAPA participants 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 participants, changes to housing preferences for the second semester must be made no later than the application closure date for the second semester.

If the participant 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), and is allowed to remain on the program at the discretion of CEA CAPA, the participant will forfeit their security deposit. The participant will not be offered a new CEA CAPA housing assignment, and no refunds will be available. In addition, CEA CAPA staff will not assist participants 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 participant/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.