

### 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).

### Local Rules & Regulations

#### Description

Students will be housed in the Porta Garibaldi neighborhood. Apartments vary in size, layout, décor, and age; students share a bedroom with one or two other CEA students and an apartment with up to 6 other students. Single rooms are sometimes available at an additional fee. 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 will be fulfilled.

#### Meals

There is a fully equipped kitchen in each apartment in which students can prepare their own meals. No meals are offered in this housing option so students should budget additional funds for meals

#### Phone and Internet

All CEA apartments are equipped with internet service however Wi-Fi is not guaranteed in all rooms of the CEA apartments. Many students choose to rent cell phones while they are in Italy and you will receive more information through your Site Specialist before departure. It is strongly recommended that all students have an Italian Cellular phone when onsite, as it is the easiest and most cost efficient method of communication while in Milan. Please reference our onsite policies for more information regarding cell phones: <https://www.ceastudyabroad.com/student-policy/cea-policies#onsite-policies>.

#### Linens

A set of bed and bath linens will be available for each student. Linen is not guaranteed to be new; however, it is thoroughly cleaned prior to your arrival. Please be prepared to provide your own new sets, should you desire them. You can bring your additional linens with you, but be aware that bed sizes are different from the US. If you choose to purchase your linens and towels upon arrival, your resident Coordinator will be available to give you more information on where to purchase them.

#### Laundry

Each apartment is equipped with a washing machine. Dryers are a rarity in Italy and not available in CEA housing; facilities to line dry your clothes will be available. There are also public Laundromats in Milan where you can use the economy sized washers and dryers.

#### Smoking

All CEA apartments are non-smoking.

**Amenities**

Each apartment is furnished with a comfortable but simple living space, a twin/ triple sleeping area, bathroom and kitchen.

**Guests**

CEA students are responsible for the conduct of their guests while in CEA housing. Overnight guests are not permitted in any housing assignment.

**Curfew**

There is no curfew in the CEA Apartments. However, in Italy, excessive noise is illegal after 11pm. Please be respectful of your 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 keys not returned upon completion of the program. Students must keep their keys and apartment address separate from each other. In addition, students are required to follow any additional security procedures as dictated by their specific housing assignment/facility. Replacement of the lock and all the apartment keys will cost approx. 250€.

**Check in and Check out**

Students cannot check into a CEA apartment before the program start date. Upon moving in to your apartment you will be required to complete and sign an Inventory Checklist within 3 days, which will be an accurate and complete record of the contents and conditions of your room and shared common areas. The Inventory Checklist and housing inspection will serve as the basis for billing or refunds as appropriate.

All students must check out on the program end date unless you are a year-long student. 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 and clean condition.

**Housing Checks**

During the program, the Coordinator will conduct housing checks. Students will be contacted via e-mail and will be required to set up an appointment at the most convenient time for all students to be together at the stipulated meeting time and date. Housing checks are mandatory and all students must be present.

Please note that the CEA staff may also check apartments any time they deem necessary throughout the semester without prior notice to students.

**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.

**Housing Issues**

In case of housing issues, students must contact the CEA Coordinator immediately and fill out the Housing Maintenance Form. Students must not try to fix any problems themselves. The Coordinator will work with the student to facilitate communication and try to resolve any problem that may arise. Students must be aware that some problems may take a few days to be resolved.

**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 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.

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.