

PARTICIPANT PROGRAM HOUSING AGREEMENT

Dear Participant,

Welcome to your home away from home! This Participant Program Housing Agreement (“Housing Agreement”) is a summary of CEA CAPA Residential Community Rules and Regulations, in addition other Participant policies found on the CEA CAPA website at www.ceacapa.com. Remember that all Participants are subject to the CEA CAPA Policies and Community Standards, regardless of their housing arrangements, as well as the regulations outlined in the CEA CAPA Participation Agreement.

We hope that these policies and guidelines help to promote and maintain a safe, healthy and comfortable housing environment for you and your fellow Participants during the program.

Instructions: Please read each section carefully and select the “I understand and agree” button after each section.

1. First Name
2. Family Name (Surname)
3. Email Address
4. CEA CAPA Location
5. **Environment:** CEA CAPA encourages Participants to be environmentally conscious while living in program housing. We thank Participants for joining our global sustainability effort by engaging in the following actions:
 - Every minute in the shower uses about 6.6 gallons of precious water. The World Health Organization recommends taking three-to-five-minute showers to positively impact both personal health and the planet.
 - Turn off all lights, heating, cooling, fans, and appliances when leaving housing. Unplug all chargers and/or charging blocks. Only use appropriate electrical converters to avoid overloading electrical outlets.
 - CEA CAPA may be responsible for covering the cost of average utility use per local standards in specified program housing options. Participants who exceed this amount of utility usage may be responsible for paying any additional cost.
 - Dispose of garbage in the designated waste disposal locations and following local recycling guidelines.
 - Use plastic wisely, reuse where possible, and practice awareness in consumption of goods.
 - Whenever possible, buy local products (0 km products).
6. **Cooperation and Cleanliness:** Participants are expected to be respectful to roommates, flat mates and host family members, as well as to their personal property. Part of being respectful includes maintaining a clean and neat living environment, and cooperating with others in the following regard:
 - Keeping bedrooms and common spaces hygienic and tidy.

- Disinfecting common surfaces in the kitchen and bathroom.
 - Agreeing on cleaning products, storage, and cleaning frequency.
 - Establishing a cleaning schedule with roommates and proactively contributing.
 - Airing-out all rooms daily by opening windows for at least 10-20 minutes.
 - Appropriately disposing of trash and recyclable materials.
7. **Peaceful and Quiet Environment:** Participants are considered a guest in their host country and must adhere to rules of etiquette and common courtesy, which may differ from those in a Participant's home country. Participants agree to be respectful of their roommates, neighbors and hosts by refraining from excessive noise and commotion, abiding by local curfews or noise ordinances, and maintaining discretion and quiet in residential buildings and surrounding neighborhoods. Note that in many countries, making excessive noise or causing a disturbance after 10:00 PM is a violation of the law, and noise complaints may be handled by local law enforcement.
8. **Discrimination, Harassment, Bullying, Assault, and Abuse:** Participants agree to abide by all local laws prohibiting discrimination, harassment (including sexual harassment), verbal abuse, physical abuse, sexual abuse, physical assault, sexual assault, and bullying. This also applies to behavior in program housing. Violation of these guidelines, as well as applicable CEA CAPA policies, towards fellow CEA CAPA community member or individual may result in conduct adjudication and legal consequences. (See the "Sex or Gender Discrimination and Sexual Misconduct (Title IX)" and "Anti-Discrimination" policies for more details.)
9. **Safety and Security:** CEA CAPA adheres to local safety and security standards when selecting program housing and host families. However, every Participant is responsible for their own safety and security during the program and in their program housing. Participants are encouraged to following these guidelines:
- Ensure the deadbolt and any additional locks are secured on the entry door to the housing unit.
 - Close and lock all windows properly when not in use.
 - If the main entrance of the building requires a key to enter, do not allow unknown individuals to enter the building unless they have a key.
 - Secure bedroom doors when leaving or going to sleep.
 - Locate all emergency exits and evacuation routes.
 - Locate the fire extinguisher and review instructions on how to use it.
 - Test any smoke detectors that may be present within the program housing unit and report to CEA CAPA if any are not working correctly.
 - If kitchen facilities are provided, ensure the room is adequately ventilated. Cooking should be supervised at all times.
 - Extinguish any open flames before leaving a room (i.e., gas stoves, candles, if permitted).
 - Unplug small appliances when finished using them (i.e., hair straighteners, electric kettles, fans).
 - Keep money, travel documents and valuables in a safe location and out of sight (i.e., in a locked suitcase in a closet).

10. **Personal Belongings:** Participants are fully responsible for securing their personal belongings in a safe place for the duration of their program. Insuring valuable personal property through homeowner's insurance or temporary insurance policies may provide some peace of mind. However, Participants are encouraged to leave expensive or irreplaceable items at home.

Any reports of theft should be communicated to onsite staff and/or local authorities where appropriate. CEA CAPA is unable to provide any compensation for theft or damage caused by a third party or other program Participants.

11. **Keys:** Each Participant will be issued keys to their housing upon check-in. Participants are accountable for their keys and must follow any security procedures as dictated by their specific housing assignment or facility (See "Safety and Security" above).

Participants may not make copies of their housing keys under any circumstances. If keys are lost or stolen, Participants must inform CEA CAPA immediately. CEA CAPA will likely need to arrange for changing the lock and existing keys as a precautionary safety measure by the next business day. Participants will be charged for the cost of replacing keys and/or all associated locks.

If Participants are locked out of housing, they must not attempt to force entry. Instead, they are to call either the housing provider, host family or CEA CAPA for assistance. If a Participant is locked out after-hours or over the weekend, the Participant will be responsible for paying any charges associated with an after-hours locksmith service.

Many housing units have a security code that must be entered on a keypad to access the building. Participants may not share this code with anyone who does not live in the building. Any visitors must be physically escorted to and from entryways and housing units.

Should the keys not be returned at the end of the program, Participants will be charged for the cost of replacing them.

12. **Visitors:** Participants are typically allowed to have visitors in their program housing, subject to housing provider or homestay family rules. For the safety and security of all Participants in program housing, no overnight guests are permitted, including but not limited to other Participants living in the same apartment building or on the same program, family members, or friends. Only Participants assigned to their program housing can stay overnight in that housing assignment.

Participants are ultimately responsible for all actions, damages and activities that occur in their program housing, including those of fellow residents or visitors. Therefore, it is their responsibility to remind visitors of all CEA CAPA housing rules, to always escort them during their visit, and to make sure they also adhere to the CEA CAPA Participant and Community Standards as well as any local rules and regulations.

13. **Animals and Pets:** Animals and pets are not allowed in any CEA CAPA housing unit or facility. Registered service dogs may be allowed with prior approval from CEA CAPA before arrival in the program country. (See the “Academic and Residential Life Accommodations” policy for more information.)
14. **Smoking:** Smoking and vaping are strictly prohibited in any CEA CAPA housing unit or facility, including any balcony or terrace that may be attached to the program housing unit.
15. **Pest Infestations:** Should a Participant discover the evidence of and/or presence of a pest or pest infestation (i.e. bed bugs, cockroaches, mice) in CEA CAPA housing, it should be reported immediately to the housing provider or CEA CAPA in order to have a pest control expert to assess the situation.

If the infestation is severe and requires Participants to vacate the premises during treatment, alternative housing may be provided until it is considered safe to return by the housing provider or pest control expert. The onsite team will work closely with the impacted Participants to resolve the issue and keep them informed throughout the process.

If the housing provider or pest control expert determine that the infestation was caused by the Participants, tenants will be charged for all costs associated with fumigation, furniture and materials replacement, laundry, and alternative housing, where necessary.

16. **Balcony, Terrace and Window Safety:** While CEA CAPA only utilizes housing that meets local safety standards, it is important to understand these standards may be different than what one may encounter in the United States. For example, windows may not have safety bars, balconies or terraces may not have exterior lighting, and signage with safety instructions may not be posted.

Participants are expected to take full responsibility for their personal safety and that of any visitors at their assigned program housing and respect the following safety guidelines while in program housing. Violation of these guidelines may result in conduct adjudication, including but not limited to Residential Community Dismissal through Program Dismissal. (See “Adjudication Procedures and Outcomes” for more information.)

- Terraces and balconies are an extension of CEA CAPA program housing, which means all program rules and regulations apply. Participants will be held responsible for any damages and/or violation of these regulations.
- Keep terraces and balconies clean at all times. Trash is to be thrown in appropriate receptacles. Throwing items over the ledge onto an adjacent rooftop, housing unit, or terrace/balcony, or to the street below is dangerous, illegal and prohibited.
- Ledges and windowsills are to be kept free of personal items such as towels, plants, candles, etc., as well as debris.
- The use of alcohol or other intoxicating substances is not permitted. Anyone under the influence should not be allowed near or on the balcony, terrace or window.

- Sitting, standing, or walking on the ledge, railing, or windowsill, leaning over the ledge/railing/windowsill, climbing or jumping over the ledge/railing/windowsill, or similar activity is prohibited.
- Limit the number of individuals on a terrace or balcony depending on its size. Smaller balconies or terraces may only hold two to four individuals.
- All doors and windows should be properly locked and secured when not in use or before leaving the program housing for any length of time.
- Accessing a roof, balcony, terrace or other space that is not expressly part of your assigned program housing unit is strictly prohibited and considered trespassing.

17. Health and Communicable Diseases: It is the Participants' responsibility to engage in common habits that promote health and minimize the spread of communicable diseases and viruses such as: covering mouth with arm for sneezes and coughs, washing hands frequently, sanitizing common areas such as bathrooms and kitchens, ventilating housing daily and keeping a clean and tidy living environment, amongst others. Should a Participant become ill, they are encouraged to reach out to the onsite team to report the illness and obtain referrals for health care providers.

In case of an infectious disease or virus outbreak, Participants will be required to follow local public health recommendations as well as any established CEA CAPA guidelines. Participants are responsible for researching important information about the disease, virus or outbreak and how it may impact their personal health, as well as discuss the situation with their support network and health care provider.

If any member of the Participant's household falls ill, Participants may be required to remain in their assigned housing unless otherwise instructed by local health authorities. Self-isolation or quarantine may only apply when mandated by local health authorities. If applicable, Participants in single bedrooms may self-isolate in their room, and Participants sharing a bedroom may self-isolate together in their housing assignment.

Should a Participant opt to leave their program housing for alternative accommodation during a case of communicable or infectious disease, they will be responsible for finding and paying any incurred cost. CEA CAPA will not issue refunds for the unused portion of the CEA CAPA arranged housing.

18. Housing Maintenance and Damages: Participants are responsible for taking proper care of their program housing, which includes reporting any defects or maintenance issues as soon as they become aware of them. Failure to promptly notify housing providers or CEA CAPA onsite staff may result in all residents of that housing unit being considered liable for resulting costs to fix the issues. CEA CAPA will reasonably try to obtain documentation and/or receipts for the repair needed; however, any resulting charges will be the responsibility of the Participant even if or when documentation is not available.

All damage costs, even if the damage was unintentional in nature, will be billed to the responsible Participants. If responsibility cannot be determined, the cost will be split equally among all residents of the specific housing unit. If excessive maintenance, cleaning and/or

trash removal is required at the end of the program, residents of the housing unit will be responsible for paying all additional costs incurred. CEA CAPA will either dispose of or donate any personal items left in program housing at the end of the contract term.

CEA CAPA onsite staff will make a reasonable effort to inform Participants of any fees or charges associated with maintenance or damage cost that will be withheld from any remaining security deposit prior to departure from the program, as well as provide documentation where possible. The absence of documentation does not negate the Participants' responsibility for paying for incurred charges.

CEA CAPA reserves the right to inspect program housing at any time during the program term and assess applicable charges after the Participants' departure.

- 19. Vacating and Condition of Housing (Check-Out):** All program housing must be vacated by the published program end date and by the time as specified onsite. Specifics of move-out procedures will be provided on-site. Participants who do not vacate their housing on time may be billed for a daily housing fee.

Participants must adhere to proper check-out procedures when vacating program housing, including but not limited to returning keys; removing personal items; disposing of waste, debris and recyclable items; ensuring all furnishings and items on the inventory list are accounted for and in good condition; and leaving the housing unit clean and in the same condition it was upon arrival. Participants may be responsible for settling any outstanding amounts for fines, damages, or incidental charges incurred directly with the property before checking out. Any outstanding balance may be taken from the security deposit balance after completion of the program or CEA CAPA may bill Participant. (See "Housing Maintenance and Damages" for more information.) CEA CAPA staff may check housing as deemed necessary throughout the session without prior notice.

Participants who withdraw from the program, leave early, are evicted from program housing or are dismissed from a program automatically forfeit their housing placement and will need to follow proper check-out procedures as listed above. There are no refunds of housing fees in these instances.

20. I certify that I have read and understood this Participant Housing Agreement Form and I will abide by this Agreement for the duration of my program.

21. Last quick question: Based on your Housing assignment first impression: how would you rate your current level of satisfaction?

Very Unsatisfied Unsatisfied Satisfied Very Satisfied

22. Would you like to elaborate your answer or leave any comment? (optional)

Thank you for your collaboration and patience, that was a long read! We hope you enjoy your stay and take maximum profit of your courses and experience abroad. Thank you in advance for taking care of your living environment, your roommates, local community, and yourself. Remember your CEA CAPA Local Team is here to offer assistance and support. Stay in contact!