

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.

Shared Apartment Overview

You will be living in an apartment in Paris. Apartment living in Paris is a wonderful way to see the city while maintaining your sense of independence. As Paris is a large, metropolitan area, students will be housed in various neighborhoods throughout the city. In the past, students have lived in several *arrondissements* (districts), such as the 9th, 11th, 12th, 13th, 14th, 15th, 16th, 17th and 20th. All students should expect to commute to their classes. Typically, students will live within 30 - 45 minutes by metro or bus from their host institution. Living in an apartment in Paris will provide you with a true sense of French life, and will allow you to cook your own meals and really make yourself at home in France.

Rules & Guidelines

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 kitchenette in each apartment in which students can prepare their own meals. Kitchenettes are furnished with basic kitchen supplies and utensils and have a refrigerator, mini oven, stove and sink. Students requiring specific kitchen supplies are expected to bring or purchase them independently.

Phone and Internet

CEA CAPA requires that students have a local service phone number available to staff for emergency contact purposes. Relying on Wifi spots for communication is not dependable and will not ensure that CEA CAPA staff can reach you in the case of an emergency. Students may choose to acquire a cell phone prior to departure or from a local provider once they arrive in Paris. During Orientation, CEA CAPA program staff will share more information regarding local cell phone options. We encourage our program participants to research their options and choose the best provider to meet their needs. Students must communicate local cell phone numbers to CEA CAPA staff within 5 business days.

While apartments are equipped with high-speed internet connections, CEA CAPA does not guarantee uninterrupted connectivity. There are no reimbursements to students for internet outage due to circumstances out of our control (malfunctioning modem, provider or sector outage, etc.) When troubleshooting connectivity challenges, students may not unplug or reset modems.

In CEA CAPA housing and the CEA CAPA Study Center, students agree to abide by the French law 2009-669 of June 12, 2009, otherwise known as the HADOPI law, which stipulates that downloading any copyright-protected material from the internet is illegal and subject to sanctions.

Linens

Students will be provided with a pillow, comforter, linens and a towel, which they will then be responsible for cleaning throughout their program. If you would like to bring an additional set of linens, please see your housing assignments for information about bed sizes in your particular apartment.

Laundry

Apartments are not equipped with washing machines. Students are expected to do laundry at local laundromat.

Smoking

There is no smoking allowed in the apartments, including on balconies. Students may smoke outside.

Amenities

In most cases, CEA CAPA students will share a bedroom. Bedrooms are doubles and triples, and are fully furnished with basic furniture, including a bed, desk or shared table, closet or dresser. Bathrooms are shared amongst roommates. Storage space is calculated to store the contents of 2 suitcases, and students requiring extra storage will be responsible for acquiring extra storage units. Not all apartments are furnished identically.

Guests

CEA CAPA students are responsible for the conduct of their guests while in CEA CAPA housing, and responsible for any damage and any disciplinary consequences resulting from guests' behavior. Overnight guests are strictly prohibited in all housing assignments.

Curfew

Apartment residents do not have a curfew, however, it is a law in France to not make noise after 10:00 pm. Please respect the quiet time of your roommates and neighbors. All guests must vacate the apartment by 11:00pm.

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 or damaged during the program, students will be responsible for an administrative fee + the cost of key and badge replacement. If keys are stolen, students are encouraged to make a formal declaration with the police. Administrative fees will not apply to stolen keys that have been declared to the police. Students will only be responsible for the cost of key replacement (minimum 50 Euros). Depending on the circumstances, students may also be responsible for the cost of changing their apartment lock. It is forbidden to hire an unauthorized locksmith to change the locks on CEA CAPA studios or apartments. In addition, students are required to follow any additional security procedures as dictated by their specific housing assignment/facility. Most apartments have a security code (digicode) that must be entered on a keypad in order to access their building. This code is NOT to be shared with anyone who does not live in the building. Students must go downstairs to let in any visitors. Students who fail to follow CEA CAPA rules and regulations regarding keys and security will be charged according to the CEA CAPA keys, locks and damages price list.

Lock Outs

Students who accidentally lock themselves out of their apartments are first encouraged to call their roommate in order to arrange getting back into their housing. If a solution cannot be found with their roommate, they may call CEA CAPA during study center hours to obtain an extra key which must be returned by the end of the day.

An administrative charge will be assessed to the student's CEA CAPA account for a call to the CEA CAPA Emergency phone regarding a lock out outside of CEA CAPA Study Center opening hours, in addition to any other costs incurred during this process. Students who fail to follow CEA CAPA rules and regulations regarding keys and security will be charged according to the CEA CAPA keys, locks and damages price list.

Check-in / Check-out

Upon moving in to your apartment you will be required to complete and sign an Inventory Checklist within 48 hours, which will be an accurate and complete record of the contents and conditions of your room and shared common areas. At the end of your 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. 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. Please note, the *CEA CAPA* staff may check apartments any time they deem necessary throughout the semester without prior notice to students.

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 Inspections

For reasons of safety, security, and prevention, residence hall staff and CEA CAPA personnel reserve the right to

inspect students' rooms at any time. Housing inspections could occur at any time, with or without notifying the student ahead of time. If housing is found in a state that is not hygienically sound, CEA CAPA reserves the right to schedule a professional cleaning at the charge of all roommates. If necessary, professional cleanings will continue throughout the course of the semester, again, at the charge of all roommates.

Housing Problems

CEA CAPA commits to providing suitable student 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 \$300 (Change of Housing Fee) and any additional fees incurred as a result of the change. All changes are subject to availability.

CEA CAPA reserves the right to fill any empty housing with CEA CAPA students at any time throughout the program.

For academic year and double semester students, changes to housing preferences for the second semester must be made no later than the application closure date for the second semester.

If the student is asked to leave the housing assignment due to his or her misconduct (as determined by the host family, landlord, dormitory director or CEA CAPA; see CEA CAPA Code of Conduct for further details), and is allowed to remain on the program at the discretion of CEA CAPA, the student will forfeit their \$300 security deposit. The student will not be issued a new CEA CAPA housing assignment, and no refunds will be available. In addition, CEA CAPA staff will not assist students in finding new independent housing. Please note misconduct may result in immediate expulsion from CEA CAPA housing and/or the CEA CAPA program.

Maintenance

While CEA CAPA works to source the best and fastest service possible, students should recognize that it can take days or weeks to manage a maintenance issue in apartments. Cooperation and patience are essential in reporting any problems or difficulties within a reasonable time period so that CEA CAPA can assist in finding resolution. Students are responsible for replacing light bulbs that go out during their stay as well as maintaining the cleanliness of the apartment to which they have been assigned. Failure to report a maintenance issue can lead to charges.

Sound Environment

CEA CAPA apartments and studios are inspected by a professional cleaning team before student arrival. If students suspect the beginning of an infestation in CEA CAPA housing at any point in their stay, they must alert CEA CAPA housing staff immediately, so that the proper eradication steps can be taken. Responsibility for treatments and exterminations for infestations, including insects, bedbugs, mice etc. are studied on a case by case basis, taking into account the general upkeep of the room, how long students have been living there, and whether proper precautions had been taken. Please note that treatments, exterminations and cleanings can be chargeable up to 300 Euros per student. Students are encouraged to take the proper precautions, outlined during Orientation, to avoid these kinds of maintenance issues.

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. 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. If the program damage deposit does not cover all utility charges, the student will be billed accordingly. CEA CAPA reserves the right to withhold academic transcripts for any outstanding balance on student accounts.

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. In the absence of detailed invoices to repair damages, students will be billed according to the CEA CAPA damage pricing list.