

### 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).

Below you'll find a guideline of CEA CAPA's Housing Policies.

### Local Rules & Regulations

#### Effective dates

Please review your full details on CEA CAPA web page. You must vacate your housing no later than noon on the specified program end date.

#### Description

Live in a modern residential complex with CCTV security in the building and a 24/7 security presence. Each unit includes two private rooms, shared kitchenette and bathroom. All apartments include desks, wardrobes, and dining tables. Students will have access to communal spaces- laundry room, fitness center, communal kitchen, additional study areas, cinema lounge, swimming pool, and roof top terrace.

#### CEA CAPA Housing Agreement:

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

**No meal plan is included in this housing option.** There is an equipped kitchenette in which students can prepare their own meals. There are many different shopping and dining options throughout the city and at the universities.

### Phone

CEA CAPA requires that students have a local service phone number available to staff for emergency contact purposes. Relying on Wi Fi 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 once they arrive at their study abroad destination. Once students arrive to their program destination, 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.

### Linens

Bed linens and towels are included in this housing option. All beds are twin size.

### Laundry

Each resident has access to a laundry room. CEA CAPA students will have one free self- service laundry on a weekly basis.

### Alcohol/Smoking/Drugs

Alcohol abuse or signs of drunkenness is not accepted. Smoking and drug consumption or possession is not allowed in any CEA CAPA housing unit or facility.

### Smoking

Smoking is not allowed in any CEA CAPA housing unit or facility.

### Pets

Pets are not allowed in any CEA CAPA housing unit or facility.

### Amenities

All rooms are fully furnished including a bed, closet, shared bathroom, and will either have a desk or common study area.

### Guests

You are responsible for the conduct of people visiting your housing, including any damages they cause. You must escort your visitors at all times and respect the specific rules associated with your housing placement concerning visitors. You are also responsible if your visitors violate these or any local rules or regulations.

**Overnight visitors are not permitted in any CEA CAPA housing placement under any circumstances.**

CEA CAPA Program Students welcoming friends or family to their host city, or CEA Program Students who have met friends on-site, must find independent accommodation for those visitors.

### Curfew

There is no curfew in any residence apartment. However, students should be respectful of their roommates and neighbors when coming home late.

### Keys & Security

Each CEA CAPA Program Student will be issued keys to housing upon check-in. Under no circumstances may you copy your keys. If you lose or damage keys during the program, you will be responsible for the cost of replacing keys and/or all associated locks. You are also required to follow any additional security procedures as dictated by your specific housing assignment/facility.

### **Theft**

Students are fully responsible for their personal belongings and will not receive compensation from CEA CAPA for any theft or damage of those belongings by a third party or CEA CAPA Program Students. Insurance claims can only be filed under specific conditions where forced entry or break-in can be established. Theft or damage resulting from negligence (open window, unlocked door, items forgotten, items loaned to someone, keys left in a door, etc.) is not covered within CEA CAPA's housing insurance.

### **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.

### **Check-in/Check-out**

CEA CAPA will monitor student housing check-out at the end of the program. 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.

Upon moving in to your apartment you will be required to complete and sign an Inventory Checklist, 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. Please note that CEA CAPA staff may check apartments any time it deems 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.

### **Misconduct**

Misconduct may result in immediate expulsion from CEA CAPA housing and/or the CEA CAPA program. If you are asked to leave the housing assignment due to a violation of any housing policy or for violation of the CEA CAPA Code of Conduct, you will forfeit your \$300 security deposit. You will not be issued a new CEA CAPA housing assignment and you will not receive a refund. In addition, CEA CAPA will not provide assistance in sourcing and securing independent housing and will not intervene on your behalf in any independent housing issues.

### **Damages**



## **Housing Overview**

Seville, Spain  
Residence Studio

In case of housing problems, students must contact the CEA CAPA Resident staff immediately. The Resident staff will work with the housing administration and the student to facilitate communication and try to resolve any problem that may arise.

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.