

## **GUIDELINES FOR LIVING IN A SHARED APARTMENT**

**MEAL PLAN:** Students living in apartments receive 10 euros per day 5 days per week divided equally between restaurant vouchers called “cheques gourmet” and a Carrefour supermarket gift card. This will go towards covering the half board meal plan. The apartments are fully equipped for you to prepare the meals that are not included. **You must clean up after yourselves!**

**SHOWERS:** You may take one a day, but please keep it short. In keeping with established Spanish schedules and out of consideration for others, showers must only be taken between 7:00 am and 11:00 pm.

**ELECTRICITY:** Please be aware that in Europe we are very careful of our resources. No lights or other appliances are to be left on when you are not in using them. It is considered extremely wasteful. The electric current is 220v is used in Europe, so keep this in mind for any small appliances that you might bring. No stereo equipment is allowed.

**TELEPHONE:** There are no phones in the apartments. It is highly recommended that you buy a cell phone while in Spain, as this is the only way to ensure communication while living and studying in Spain. (Sale of cell phones will be discussed during orientation.)

**INTERNET ACCESS:** Some of the apartments have internet hook-up access, which allows you to plug in a lap-top.

**KEYS:** You will be provided with keys to the apartment and the outer door (“portal”) of the building upon arrival. Never keep your address and your keys in the same place for security reasons. If you lose these keys during your stay or fail to leave them upon departure, you will be charged **110€** as a replacement fee.

**LAUNDRY:** A washing machine will be available for your use, as well as a clothesline for drying. An iron and ironing board are also available.

**VISITORS:** Visitors are permitted from 11am until 10pm. They must be current Suffolk students.

**CONDUCT:** You must do your best to maintain order and hygiene in your room. Also remember that in city apartment living, you must make an effort to keep noise levels at a minimum.

**DAMAGES:** You are financially responsible for any damages to the items in the apartment or your room during your stay.

**ALCOHOL/DRUGS:** No alcohol or drugs are allowed in any of the apartments.

**LACK OF COMPLIANCE TO THESE RULES OR ANY BREAK IN THE HOUSING CONTRACT YOU HAVE SIGNED IS REASON FOR EXPULSION FROM UNIVERSITY HOUSING.**