



HOMESTAY GUIDELINES

NORMAS FAMILIAS

SPRING 2019

GUIDELINES-HOST FAMILY HOUSING

FOR THE STUDENT

- Students are responsible for their mid-day meal.
- Students are expected to leave the host family home during Spring Break and are responsible for their lodging and meals during this time.

MEALS

- Students are expected to have their evening meal with the family. In the exceptional case a student cannot eat at home, s/he should notify the host family in advance.
- Meals are not transferable and negotiating with the family in terms of meals is not permitted.
- The possession and/or consumption of alcohol is strictly prohibited.
- Students are not allowed to cook in the home or take anything from the refrigerator without permission.
- Homestay students may not eat in the Colegio Mayor El Faro dining hall/cafeteria unless they have first purchased a meal ticket from the reception front desk.

THE HOME

- Students will respect the family's right to privacy in their bedroom and bathroom.
- The students' bedroom should be kept tidy enough so that weekly cleaning can be carried out.
- Delicate items should be taken to the drycleaners at the students' own expense.
- Students should not remove towels from the host family's closet without permission.
- Students must limit showers to one ten-minute

NORMAS-ALOJAMIENTO CON FAMILIAS

PARA EL ALUMNO

- La comida del medio día será por cuenta del alumno.
- El alumno deberá desalojar la vivienda durante las vacaciones de Semana Santa. El alojamiento y las comidas durante este periodo correrán a cuenta personal del estudiante.

COMIDAS

- Se espera que el alumno cene con la familia de manera regular. Si hubiera cualquier excepción, el estudiante deberá avisar a la familia con suficiente antelación.
- No se puede cambiar la cena por la comida del mediodía.
- La tenencia y/o el consumo de alcohol está terminantemente prohibido.
- El alumno no podrá cocinar ni sacar comidas/bebidas del frigorífico/armario sin la autorización previa de la familia.
- El alumno no podrá comer/cenar en el comedor del Colegio Mayor El Faro a menos que haya comprado primero un ticket en recepción.

EL HOGAR

- Se respetará la intimidad de la familia en su habitación y en el cuarto de baño.
- El alumno mantendrá su habitación ordenada para permitir que la familia limpie una vez por semana.
- Si el alumno tiene que lavar ropa delicada, será a cuenta del estudiante.
- El alumno no retirará toallas del armario de la familia sin autorización previa.
- Se limitará la ducha a diez minutos diarios por

shower per day and turn off the faucet whenever possible.

- Students must not shower and/or blow dry their hair after midnight or earlier if the host family so requests.
- Students should not carry the host family's address together with the house keys.
- If house keys are lost or stolen, students must notify the host family and the housing coordinator as soon as possible.
- Students are responsible for the cost of replacing the house keys and the locks if their keys are lost or stolen.
- Prior to move-in, host families will ensure that the home is free of pests, including bed bugs. Any damage to host family property must be paid for by the student before the end of the period of study in Madrid. This includes fumigation costs associated with bed bugs, fleas, etc., the student brought into the home.

INTERNET AND TELEPHONE

- Students shall not make or receive telephone or video calls between 11pm and 8am.
- Personal electronic devices should be unplugged whenever students leave the house.

RESOLUTION OF ISSUES

- Students should speak with the housing coordinator as soon as an issue or potential issue arises.
- Students may apply for a host family change in exceptional circumstances and only after the fifteen-day adaptation period in Madrid has passed. Changes in homestay must be made in writing. Changes are subject to Student Life approval and to the time needed to locate a suitable alternative host family.

estudiante y se cerrará el grifo siempre que sea posible.

- Al alumno no se duchará o secará el pelo después de las 12 de la noche, o antes si así lo pide la familia.
- No está permitido llevar la dirección de la casa junto a las llaves.
- El alumno avisará a la familia y a la coordinadora de alojamiento sin demora si pierde o le roban las llaves.
- El alumno se hará responsable del coste del juego de llaves y cambio de cerradura en caso de que pierda o le roben las llaves.
- Antes del comienzo del curso las familias se asegurarán de que sus casas estén libres de plagas. Antes de finalizar el semestre, el alumno indemnizará a la familia por cualquier daño realizado. Esto incluye el gasto de fumigación en caso de chinches, etc.

INTERNET Y TELÉFONO

- No se harán o recibirán llamadas por teléfono o videocámara entre las 23h y las 08h.
- El alumno desenchufará sus dispositivos electrónicos antes de salir de casa.

RESOLUCIÓN DE PROBLEMAS

- El estudiante deberá hablar con la coordinadora de alojamiento en cuanto surja cualquier problema.
- En situaciones excepcionales se podrá pedir un cambio de familia. Esta petición se realizará una vez que haya transcurrido un mínimo de 15 días desde que el alumno haya ingresado en casa. Los cambios se pedirán por escrito y estarán sujetos a la aprobación del departamento de



- Students are expected to stay at the current home until a new family has been identified.
- Syracuse Madrid will not pay for hotel stays or for alternative accommodation.

TRAVEL AND GUESTS

- Students will notify the host family in advance if they will not be spending the night at home. Furthermore, students should inform the host family in advance of any overnight trip they will be taking.
- Aside from the *Semana Santa* break, students shall not spend more than four consecutive nights away from the host family's home.
- Guests, including family members, are not allowed in the host-family home.

OTHER

- The possession and/or consumption of alcohol and/or illegal drugs is strictly prohibited.
- Sexual activity is not permitted in the host's home or in their building.
- Students are not allowed to stay with the host family or keep belongings in the home once the program has ended.

Student Life.

- El alumno deberá permanecer con la familia hasta que Student Life haya identificado una nueva familia lo que puede tardar hasta una semana.
- El estudiante asumirá los gastos asociados con el traslado.

VIAJES E INVITADOS

- El alumno le avisará a la familia con antelación si no dormirá en casa. Además, le informará a la familia previamente de cualquier viaje que realice.
- Con la excepción de *Semana Santa*, el alumno no pasará más de cuatro noches consecutivas fuera de casa.
- No está permitido tener invitados en casa. Esto incluye a familiares del alumno.

OTROS

- La tenencia / consumo de alcohol y/o drogas está terminantemente prohibido.
- No se permiten relaciones sexuales dentro del hogar o de la finca.
- El alumno no podrá alojarse con la familia ni guardar sus pertenencias en casa una vez que haya terminado el programa.



SYRACUSE MADRID STANDARDS OF BEHAVIOR

- Syracuse Madrid reserves the right to remove a student from housing for violating Syracuse Madrid and/or Syracuse Abroad Homestay Guidelines.
- Host families may also ask for students to be reprimanded and/or expelled from their home.
- The expulsion from two host families will result in the immediate “independent housing status”, or possible immediate expulsion from the program. All expenses will be covered by the student.
- If two roommates are expelled from a host family they will be relocated into two separate and single host families.
- Examples of violations include but are not limited to:
 - Students who do not respect the family, the homestay rules and regulations.
 - Students who damage any property of the host family. Any damage to host family property must be paid for by the student.
 - Disorderly conduct, public intoxication, and/or excessive use of alcohol. Possession, use or distribution of illegal drugs in the host family.
 - Students who arrive home continually late and wake up the host family and/or neighbours because they are noisy.
 - Students who sneak people into the house.
 - Students who take and/or cook food.
 - Students who make phone calls and/or skype after midnight disturbing the other members of the family.

GENERAL SYRACUSE ABROAD STANDARDS OF BEHAVIOUR

Syracuse Abroad seeks to provide students with international education opportunities which allow them to learn in a respectful and safe environment. Behaviour which violates local laws or disrespects the program, host country, homestay rules, or host family will be considered in violation of the Syracuse Abroad Standards of Behaviour. Examples of violations include but are not limited to:

- Actions that are considered abusive, harassing, or actions that physically harm or threaten physical harm to any persons (including oneself).
- Damage to property.
- Violation of housing rules with host families, apartments, or other housing arranged by Syracuse Abroad and/or conduct that jeopardizes the relationship between a Syracuse Abroad program and its established housing providers.
- Violation of hotel rules during orientation, field study seminars or course related field trips.



- Disorderly conduct, public intoxication, and/or excessive use of alcohol.
- Use or distribution of illegal drugs.

RESIDENTIAL PROBATION WITH POSSIBLE REMOVAL OR EXPULSION

This status indicates that the student has violated housing rules as outlined by the Syracuse Abroad center, host institution, or housing agent. The decision to place a student on residential probation will be made by the onsite program director in consultation with the Syracuse Abroad Executive Director. The onsite program director will formally document the student's behaviour as well as the conditions by which the student will remain in Syracuse Abroad sponsored housing. A copy of the documentation will be sent to the Syracuse Abroad Executive Director and the Syracuse University Office of Student Rights and Responsibilities (SU students) or the student's home institution study abroad office (visiting students).

The student must have a series of meetings with appropriate staff, abide by the conditions outlined in the formal documentation, complete community service (restorative punishment), and/or write a research paper related to the violation.

Further violations may result in [1] the immediate removal of the student from Syracuse Abroad sponsored housing and [2] possible expulsion from the program. In the case of immediate removal, the student will be required to find and pay for their own housing for the duration of the program and to sign a Notice Regarding Independent Housing Arrangements. There will be no refund of the housing fee in the case of removal or expulsion. The decision to remove or expel students will be made jointly by the onsite program director and the Syracuse Abroad Executive Director.