



## PARSONS PARIS HOUSING AGREEMENT & REGULATIONS

To ensure the safety, wellbeing, and success of all participants residing in program housing, the following list of housing rules was created to outline behavioral expectations. For the purposes of this document, "API" refers to Academic Programs International, the organization in Paris responsible for student housing and emergency management.

All participants living in program housing must comply with the following rules for the duration of the contracted housing period. Violations of the outlined policies will result in disciplinary action being taken. Though API has attempted to create a comprehensive list of infractions and guidelines below, API reserves the right to discipline a participant for any action that API deems unacceptable. API may, at any time, contact the participant's emergency contact/parent/guardian and/or Parsons Paris if the participant's behavior is inconsistent with the rules specified in this agreement. Participants are also expected to abide by The New School Code of Conduct in their housing.

### I. FINANCIAL AGREEMENT

By signing and submitting this form, I agree to the following payment and cancellation policies:

1. Once I have submitted my housing form to Parsons Paris, API will reserve housing for me upon receipt of my full housing payment.
2. As soon as the payment for housing is received, no refunds will be possible under any circumstances.
3. Full payment must be submitted by the payment deadlines of June 10 (fall semester and academic year) or November 1 (spring semester). Students who select the individual studio option will be committing to the placement for the full academic year.
4. Participants must withdraw their application for housing by June 10 (fall semester and academic year) and November 1 (spring semester, shared flat option only) in order to not be liable for the housing payment.
5. Participants who select academic year housing (in a shared flat or the residence hall) will not be eligible for a refund should they decide to opt out of housing for the spring semester.
6. If a participant does not notify us of their intent to withdraw from program housing before the payment deadlines listed above, the participant will be held responsible for the full housing cost.
7. Participants who submit a request for program housing after the application deadline will be accommodated on a case-by-case basis if space is available. If there is space remaining in program housing at the time of the late application, participants will be immediately responsible for the full housing cost, which will be due in full within 48 hours. As soon as the payment for the housing balance is received, no refunds will be possible under any circumstances. If the payment is not received by the deadline, the housing offer will be revoked.
8. Participants who receive financial aid may request a deferred payment deadline and must submit sufficient proof of funds before the payment deadline in order for the request to be reviewed and approved. Any amount not covered by aid must be submitted by the payment deadline. Students who are approved to use financial aid towards program housing are subject to the same housing payment and withdrawal policies noted above.
9. Participants in program housing are not eligible for CAF benefits through the French government.

10. A security deposit will not be collected from students. If there are housing damages or miscellaneous pending charges following the completion of the program, API will directly bill the participants.
11. In the event of default, for any reason, the participant will be responsible for any and all attorney fees, court costs and collection fees.

## II. PERSONAL CONDUCT IN PROGRAM HOUSING

1. All participants are responsible for their own behavior and choices. On-site directors are available as a support to participants but are not able to make decisions for them or to continually monitor their behavior.
2. Participants must behave respectfully at all times to fellow residents, neighbors and housing representatives.
3. Participants must attend all mandatory housing meetings, including all scheduled sessions during the on-site orientation, led by the API on-site director(s).
4. Participants are urged to avoid placing inappropriate photographs or statements on Facebook, public websites or other social media platforms. While on-site directors will not specifically monitor such sites, if a participant openly demonstrates a disregard for housing regulations outlined here with their posts or pictures, disciplinary action may be taken against that participant.
5. Participants who are concerned about their own behaviors or those of other program participants in the program housing are encouraged to speak with API on-site directors for assistance.
6. Participants living in a dormitory, residence or apartment who will be absent from API housing for more than a 24-hour period must alert their roommates (if applicable) and an API on-site director. Participants who share a room with a participant who has not returned for more than 24 hours without previous notification of travel plans must alert an API on-site director of the situation.
7. Participants are responsible for abiding by all regulations set forth by the landlord or management. Participants should be mindful of city ordinances.
8. Accommodations should be kept neat and orderly. Food should not be stored in bedrooms.

## III. PROHIBITED ACTIVITIES IN PROGRAM HOUSING

Prohibited activities include but are not limited to the following:

1. Any behavior that could result in harm (e.g. physical, emotional, psychological) to oneself or another person, including but not limited to fellow residents. Any physical or verbal abuse or harassment by a participant can result in automatic dismissal from housing. All participants are responsible for reviewing [API's non-discrimination policy](#), which includes information regarding how API will respond to allegations of any form of discrimination, including bullying, gender discrimination and sexual misconduct.
2. Use of the property of other program participants, API, the housing authority or Parsons Paris without express permission given in advance. Participants must respect all property of Parsons Paris, API, local hosts, and other program participants.
3. Possession of a gun (even if properly licensed in the participant's home country and the host country) or weapon while residing in program housing.
4. Abuse of alcohol or the use, distribution, or possession of controlled substances/drugs not prescribed by a physician. Any such use and/or group disturbance will be evaluated and dismissal from program housing without the issuance of intermediary warnings will be considered. Neither consuming alcohol nor having open containers of alcohol is permitted in your private quarters in a host family's home or residence hall.
5. Disruption of others' rights to a peaceful living environment (e.g., with excessive noise) and privacy. This policy protects not only fellow program participants (roommates, suitemates, and flatmates) but also other inhabitants of the accommodations and/or the host family.

6. Introduction of known allergens into housing. Participants are responsible for respecting their hosts/roommates and must refrain from exposing others to disclosed allergens (e.g., peanuts).
7. Hosting parties or overnight guests. If permitted by the housing host or facility, individual guests may visit during daytime hours but may never stay overnight.
8. Bringing pets or animals into API housing. Exceptions may be granted for service animals, depending on the availability of housing that allows service animals. Requests for service animals in program housing must be received prior to the housing form submission deadline (June 1 for fall semester and academic year or November 1 for spring semester).
9. Giving assigned keys to other participants or guests or to make duplications. Participants whose keys are lost or stolen will be held responsible for the cost of their key replacement and/or the cost of changing the lock(s) in question.
10. Jeopardizing the safety and the property of others by neglecting to secure common spaces (e.g., failure to properly lock doors, windows, shutters; loss of keys) or by allowing strangers into accommodations (e.g. allowing an unknown person into the building after you, admitting an unknown or unanticipated service person, inviting individuals you have just met into the apartment, etc.).
11. Participants are ultimately responsible for what happens in their room and/or apartment. If you have guests in your apartment and they cause damage or otherwise initiate a disciplinary incident, you could be held responsible for any resulting fees or sanctions.

#### IV. PAYMENTS, MOVING PROCEDURES AND DAMAGES

1. Housing is provided only for full-time students in good standing. Housing privileges can be revoked if the student's status changes at any point during the contract period. Students must be registered for classes for the upcoming term by the payment deadline to continue with housing. For students enrolling in fall and spring semester housing, housing is included during the break between sessions.
2. If a participant is dismissed from the school or loses housing privileges due to an academic or disciplinary issue, API will provide housing for the participant for up to two days post-dismissal, to allow the participant to make arrangements to return to their home country or to make alternate housing arrangements if planning to stay in Paris.
3. All housing accommodations are contracted and paid for the full contracted housing period. Participants who choose to move out of their pre-arranged housing prior to completing the session are not entitled to any type of housing refund.
4. If a participant insists on a move that API does not deem mandatory, there may be charges assessed for moving as well as additional fees to pay for the new housing.
5. Shifts in enrollment between semesters and changes to apartment availability or other factors may make it necessary for participants to move apartments during the contracted housing period.
6. Participants are required to notify their on-site director about any damages or problems noticed upon move-in. Any and all housing problems experienced during the session, regardless of whose responsibility they are, should be reported immediately to the on-site director.
7. API reserves the right to require participants to assume the cost of pest control treatments, including required laundering of personal items, in the event of an infestation of bedbugs or other pest.
8. Damages to accommodations resulting from misuse or negligence will be assessed to the participant(s) in question.
9. Participants whose housing privileges are revoked by API or the housing provider will be responsible for vacating the provided housing by the deadline given by API or the provider. The participant also must identify alternate housing and pay for the cost of the new housing on their own. On-site directors will be available to assist the participant in identifying suitable options, in order to promote the participant's safety.

10. Property insurance in the case of theft is not included as part of the housing cost. If this is a concern for you, you should consider insuring your personal belongings with an individual policy in advance.
11. Participants must vacate the housing by 10 AM on the check-out date and follow all check-out procedures given. API is not responsible for any personal belongings left behind.

## V. DISCIPLINARY PROCEDURES

Participants who disregard the policies outlined here will face disciplinary consequences. API may choose to utilize any of the following disciplinary measures at its own discretion, depending on the severity of the infraction by the participant:

1. Issuance of warnings:
  - a. Verbal warning: The API on-site director will discuss the participant's behavior with the individual in question. The specific behavior will be identified and the participant will be asked to discontinue such behavior.
  - b. Written warning: The API on-site director will issue a written warning to the participant. This warning will outline the negative behavior and may establish specific conditions for continued participation in the program. The participant in question will be asked to sign the warning acknowledging the problematic behavior. This written warning may serve as the last effort to promote behavior modification before dismissal from the program. At this stage, the emergency contact may be contacted.
  - c. Implementation of an individualized behavioral plan: Participants whose behavior can be considered harmful to themselves and/or others may be required to complete an assessment with an on-site health professional. Based on the recommendations of the evaluator, Parsons Paris and API reserve the right to implement a behavioral plan with the participant, including requiring ongoing consultation with local medical professionals, attendance at local support group meetings, cooperation with local authorities, periodic check-ins with the on-site directors, etc.
  - d. Loss of housing: Participants who fail to abide by housing regulations may be removed from program housing either temporarily or for the remainder of the session. Participants will be responsible for paying any costs incurred to secure housing independently of the program.
  - e. Assessment of damages: Participants are responsible for and will be billed by API for any damages caused by misbehavior or negligence.

## VI. APPEALING DISCIPLINARY ACTION(S)

1. Participants who are issued a written warning or removed from program housing temporarily or permanently may appeal the decision by submitting a written appeal to the API Student Success team within 48 hours of the disciplinary action. Oral arguments will not be accepted, and the appeal will be reviewed solely on the basis of the written testimony and any other physical evidence (e.g., photographs, videos, etc.) submitted for consideration.
2. The API Student Success team, in consultation with The New School, will have 72 hours to review the participant's appeal and make a ruling. All original consequences/sanctions will remain in effect until the API Student Success team has reviewed the written statement of the participant.
3. The decision of the API Student Success team shall be final.

## VII. ACKNOWLEDGEMENT AND CONSENT OF PARTICIPANT

1. I understand that the above rules, regulations and policies are enforced for the safety of all program participants living in program housing. I have read and agree to comply with all the rules, regulations, and policies stated in this document.

2. I understand that API will gather personal data about me and my online presence for the purposes of processing payment and arranging housing on my behalf.
3. I acknowledge that I am willingly providing the requested personal data on the application form, which will be used only by Parsons Paris, API, and the housing partner(s) for the purposes of securing my housing placement.
4. If I wish to retract my consent for use of this personal data, I understand that I must make such a request by email to [api@apiabroad.com](mailto:api@apiabroad.com). I understand that doing so could hinder API's efforts to provide quality service to me.
5. I understand that Parsons Paris and/or API directors in Paris may need to communicate information about me to the main office of API in Texas and/or my emergency contact if an issue arises in my housing which requires discussion and resolution.

#### VIII. EXTRAORDINARY MEASURES DUE TO COVID-19

1. Participants are expected to abide by any regulations enacted by local officials to control the spread of the virus, as well as requirements set forth by API or the housing facility.
2. If an individual experiences symptoms of COVID-19, they will be required to follow local guidelines, including testing, isolating until symptoms subside and/or they get a negative test result, and informing local health authorities and/or API of all individuals they were in contact with during the period preceding their illness. API will follow the direction of local health authorities regarding recommended contact tracing, quarantine protocols and housing adjustments.
3. If a participant chooses to move to alternate housing following a positive COVID-19 test result, whether their own or that of a roommate, they may do so at their own expense, but they must make every effort to follow local health guidelines, such as limiting interactions with other people while moving to alternate housing and using a mask at all times.

#### PROGRAM DISTURBANCES:

Given the likelihood of increased rates of COVID-19 spread, students are informed that they will be expected to behave as a local person would in the event of any COVID-19 outbreaks necessitating quarantine or shelter-in-place restrictions. Individual students may elect to return home due to worsening local conditions, but neither API nor Parsons Paris anticipate closing the programs and requiring students to return home. In the event that courses remain in or return to a virtual format at any time, or if a student elects to leave the program voluntarily for any reason, no financial refunds will be issued.

By submitting the housing application, I acknowledge that I understand the information provided and agree to the terms and conditions stated on this document.