

## **ACCOMMODATION – STUDENT GUIDE**

### **Rules of booking**

- Accommodation is available between 12.00 on Sunday prior to the first day of their course (Monday), until 12.00 on Saturday following their last day of class (Friday).
- For last minute bookings (especially in high season) SLC cannot guarantee to fulfil required preferences (early bookings are advisable)
- All the students must previously inform the school of their approximately time of arrival at least 1 week before the arriving day.
- Students attending courses at SLC must comply with the directions given to them and abide by the rules of each course and accommodation. We reserve the right to expel any student whose behaviour is detrimental to the wellbeing of the programme (Course/lodging) and no refund will be provided. SLC is not liable in any cases of “force majeure” and urgent need (according to the law) or for actions of the students and their consequences.
- If the students want to extend their stay, they must communicate it with a week in advance. SLC can not guarantee them the availability of room in the same family home/shared apartment
- Students must supply SLC a copy of their passport
- Although we do our best to ensure that students who share a room are of the same age, there will be no more than a 5-year difference between underage students, and no more than a 10-year difference between students of 18 years old or more.
- Note please, that the customs can change from one country to another one, even from a host family to another one.

### **Insurance**

- Students not insured against illness or accidents, theft or loss of personal possessions or cancellation of the programmes before/after the arrival: SLC will not accept responsibility for loss or damage to student's property (inside/outside the school and accommodation). We therefore highly suggest to take a personal insurance policy.
- SLC offers IATI travel insurance. For further information visit our website, ask at reception, or email us: [info@slc.com.es](mailto:info@slc.com.es)

### **Transfers**

- The flight, bus or train details must be confirmed in writing at least one week before leaving for Spain. Transfers will be only available from 07.00 to 21.00. An extra supplement of 25€ will be applied for pick up services (on departure/on arrival) from 22.00 to 23.00. From 23.00 to 00.00 will be applied 50€. From 00.00 will be applied 75€.
- If a student cancels the transfer less 5 days prior to arrival, they will lose the right to a refund of the cost of the said service.
- In the event of any delay (baggage loss) or changes in the arrival/departure time without previous notification, SLC will not be held responsible for picking up the student and the student will lose the right to a refund/compensation of the transfer fees.
- If you are delayed on arrival for any reason, your driver will wait for 60 minutes after your flight has landed.

### **Cancellation and changes policy**

- For changes in lodging after arrival, we charge an administration fee of 30€.
- Cancellation of the accommodation after arrival. If you need to leave the accommodation after your arrival, you will be required to give the school two weeks' notice in writing. The balance of accommodation fees will be refunded less 1-week's accommodation.

If during your stay you have any problem or wish to change accommodation for any reason, you must notify it at school reception.
--

## SHARED APARTMENT

Lodging at a student's apartment is the best option for those seeking independence at the same time they build international relationship and friendship.

Address	C/ Valentuñana 2, 5D & 5I Marbella 29601, Málaga
Minimum Age	18 (16-17 years old only with parents authorization)
Distance from the school	5 minutes walking distance
Number of rooms	4 each apartment. Every room has a key
Shared facilities	Living room, terrace, kitchen with cookware, 2-shared bathrooms, laundry machine and other home appliances.
Towels and bed linen	Included
Wifi	Included
	Men and women live in the same apartment. Mixed rooms only on request
Deposit	150€

### General behaviour rules

- Each room has at least 2 beds. Rooms are used for students who wish to book a single or a shared room. This means that the student who books a single room will have at least 2 beds in her/his bedroom, although she/he will not share the room with another student. Please note that each student has the right to use only one bed, whether they book a single or shared room. If the student uses more than one bed, the student will lose the deposit.
- All the students accommodated in the same apartment will be held jointly responsible for damages made to the apartment and/or its content, unless the person responsible for the damage informs us.
- Locking doors and windows of the apartment if you are the last person leaving it.
- Common areas will be cleaned once a week. The student is responsible for the cleaning of her/his room.
- It is important to respect your flatmates and neighbours by not disturbing them while they are sleeping. Do not make loud noises between 20.00 and 8.00, try to keep the volume of the TV on a reasonable level, etc.
- Student are themselves responsible for taking out the garbage on the closest container (from 20.00). 5€ will be deducted from the deposit to each student for each day that it is not thrown away.
- Taking responsibility for gathering your things and cleaning up yourself in the common areas and especially in kitchen. Students who share room must follow this agreement especially.
- When using the bathroom, check out everything and let it ready for your partner.
- It is not allowed to organise parties or meetings without the permission from SLC.
- It is absolutely forbidden to let any non-residential person sleep over in the apartment. In case it happens, the responsible student will lose the deposit, and SLC reserves the right to evict him/her.
- In case the student wishes to share his/her room with someone else, the student must check prices and availability with the SLC reception desk in advance.
- It is prohibited to consume drugs.
- Smoking is only allowed in the terrace.
- If the student wants to continue his/her stay at the apartment, this must be reported to SLC at least one week in advanced. SLC cannot guarantee available rooms.
- On the last day of your stay you must leave the room before 12.00 and leave the keys on the table. Room has to be orderly, tidy and clean, exactly as it was before your arrival. SLC will check the room before your departure and will give you back your deposit.
- In case of any problem, this should be reported to the secretary or the management of SLC.
- Students staying more than one week will receive two sets of sheets and towels, so they have to change their bed linen and wash the seats and towels.
- In order to monitor compliance with the rules, SLC reserves the right to access common areas and rooms.

### Payment conditions

- The deposit will obligatory be required upon the arrival. The damage guarantee deposit is refundable at the end of your accommodation agreement except 20€ for cleaning purpose.
- After each participant departure, any damages made to the apartment will be deducted from the deposit. In order to retrieve your deposit, you must leave the accommodation tidy, and with no damage.
- Non-students who accommodate in the shared apartments must pay an extra supplement of 15€ a week.

### Keys

- The delivery of the keys will be only available from 12.00 to 21.00. An extra supplement of 25€ will be applied for handover of keys services from 22.00 to 23.00. From 23.00 to 00.00 will be applied 50€. From 00.00 will be applied 75€.
- Students are also responsible of keys. In case you lose them, you must tell SLC to receive a new set which will be discounted from your surety (20€).

## HOST FAMILY

Taking the lodging in a family you could close-up know the way of living and the Spanish habits at the same time of practising your knowledge of the language. For Spanish Language Centre, the satisfaction of our students is essential; therefore, all our families have been personally supervised. To any kind of doubt or problem, ask the secretary office.

The great majority of the families are living at a very short distance from the school or have an easy access to the public transport. Do not hesitate on asking us or your family about how getting to the school!

Minimum Age	16
Distance from the school	Maximum 15 minutes walking/bus distance
Shared facilities	Living room, bathroom
Towels and bed linen	Included
Wifi	Not guaranteed
	Men and women live in the same home. Mixed rooms only on request

### General behaviour rules

- The students will be held responsible for damages made to the house, its content or loss of keys.
- Locking the main door of the house when leaving.
- Your host cleans your room once/week, please keep it tidy and make your own bed. Bed linen & towel are provided and changed on a weekly basis. Please treat your bedroom with care; be careful with ink, make-up, nail polish, or any product that burns or stains.
- Student personal clothes will be washed by the family or the student her/himself once a week without any additional cost
- The student is not allowed to use the kitchen to prepare his/her own meals.
- It is important to respect your host family members and neighbours by not disturbing them while they are sleeping. Do not make loud noises between 20.00 and 8.00, try to keep the volume of the TV or stereo on a reasonable level, etc.
- When using the bathroom, check out everything and let it ready for the next user.
- It is not allowed to organise parties or meetings or let other people entering at home
- It is prohibited to consume drugs.
- Smoking is not allowed in most of our host homes.
- If the student wants to continue his/her stay, this must be reported to SLC one week in advanced. SLC cannot guarantee available rooms at the same host family house.
- On the last day of your stay, you must leave the room before 12.00 and give in the keys to the host family. Room has to be tidied and cleaned, the host family will check it before your departure.
- In case of any problem, this should be reported to the secretary or the management of SLC.
- The students could receive (NOT to phone) calls at the host family telephone whereas that it does not interrupt the normal use of it and they are on convenient hours for the host family
- If you are under 18 years old, the time that you must arrive home at night cannot be later than 23:00, except if the family is agreeing you arrive later.

### Meals

- In case of special dietary needs, the student has to inform SLC when booking
- Lunch and dinner will be with the family
- According to the board requested you will have access to the following meals:  
Only Breakfast, Half Board (Breakfast and dinner), Full Board (Breakfast, lunch and dinner)
- Breakfast: In Spain, breakfast is lighter than in other countries. Basically consisting on coffee with milk and toasts with butter, jam or oil and/or biscuits.
- Lunch: It is the central meal consisting on 2/3 courses. The first one can be salad, gazpacho (summer), soup or stew (winter); the second one is served meat/fish, pasta, rice... The dessert can be fruit, yogurt or sweets.
- Dinner: Salads, omelettes or finger food tend to be the menu in most of the cases.
- It is important that you respect the family meal timetable. Usually Lunch 14.00-15.30; Dinner 20.30-22.30