FIE Spain Code of Conduct in Partnership with ALA

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Onsite Policies

Arrival Information and Procedures

All FIE participating students are eligible for airport pickup and transfer services as long as they inform FIE of their flight arrival information 3 weeks before the program arrival date and arrive before the specified latest arrival time. Eligible students will be met at the designated arrival airport by an FIE representative on the program arrival date and will be transported to a temporary accommodation or their assigned housing. Independent living students will be transported to the city centre but not to their own arranged housing. Eligible students who arrive after the latest arrival time due to flight delays must contact the resident staff to organize their airport pickup. There are no refunds for missed transportation or lodging. Latest arrival time for Barcelona (arriving at Barcelona Airport –El Prat), Madrid (arriving at Madrid airport-Barajas) and Seville (arriving at Seville airport-San Pablo) is 6 pm. Latest arrival time for Salamanca (arriving at Madrid airport-Barajas) is 5 pm. Arrival time refers to the arrival times as they appear in the airline ticket.

Housing Policies

FIE will always try to provide applicant's first housing choice, but we cannot guarantee it totally. We assign housing as we receive student's housing application and payment of confirmation deposit

Housing Changes

Changes will only take place under special circumstances. Only FIE may approve housing changes, and the students will be responsible of any cost related to the change. Costs will be assessed by FIE.

Period of Housing

The period of housing will be from the starting day of the program, or housing transfer day, until the last day of the program, as indicated officially by FIE. Students must leave their housing assignments before noon of the last day of the program and in the same conditions as it was when students arrived. Students will receive specific housing procedures in each city during orientation.

Damages

Students will be responsible for any damage produced in their housing assignments. All damaged will be billed to the students responsible. If FIE cannot determine responsibility damages costs will be split among all residents. ALA staff may inspect students' housing without previous notice during the length of the program, and after students' departure to assess damages. If damage costs are higher than student's damage deposits FIE will bill students accordingly. FIE may withhold academic transcripts for any outstanding balances students may have.

Behavior and responsibilities

Students will always behave with respect towards roommates, families, FIE staff, neighbours, academic personnel, local authorities…and will maintain their housing assignments in good conditions. Students will always inform FIE staff of any conflict or problem happening in their housing assignments. FIE will intervene and provide a solution to the conflict. Students will be responsible
for any costs related to the solution of the conflict.

Each participant will receive specific housing local regulations during orientation. All FIE participants agree to abide by these Housing Policies and to the Local Rules that will receive during orientation.

Misconduct

FIE staff, the host family, the landlord and Residence staff have the authority to expel a student from his/her housing assignment due to a violation of any housing rules or for misconduct. If this is the case the student will not be entitled to be refunded with his/her housing damage deposit. The student will be responsible for finding his/her own new housing if he/she is allowed to remain in the program. Housing misconduct may lead to a direct expulsion from the FIE program, as deemed by FIE staff.

Organized Excursions and Cultural Activities

FIE will organize excursions for year, semester, trimester and summer programs and cultural activities for all its programs. Itineraries are subject to change. Students should budget additional funds for specific activities and meals during the excursions, since they may not be included. No refunds or substitutions will be given for students not participating in these organized excursions and activities.

Passport and Visas

All participants need a valid passport and may need a visa depending on the length of the program. It is the student's responsibility to obtain these documents. FIE will provide support but students are responsible to obtain the specific information and guidance to meet the requirements at any time of their traveling. Non-US citizens must contact their consulate to receive proper information on needed documentation. No refunds will be given to students failing to obtain needed documentation.

FIE Student Code of Conduct

FIE students are responsible for their actions while in Spain. FIE students will always respect other program participants, FIE staff, housing hosts and mates, and any other local personnel, private or public, during the length of their FIE programs.

Academics

FIE students must remain academically eligible at the host institution during the entire program. They must preserve full time status, maintain a satisfactory academic progress, and comply with rules of the host institution and other applicable. Failing to abide to the host institutions policies and rules may determine that the student does not receive grades and credits, and even may be dismiss from the program. If a student is dismissed no refunds will be given. Students agree not to engage in cheating, plagiarism or other actions not in accordance with the expected behaviour that both, FIE and the academic host institution expect from the student.

Discipline

FIE will initiate disciplinary action for any violation of any policy, rule, norm u other set by FIE, host institution, housing provider, local community, local government or other. FIE will also act for any kind of disrespectful behaviour from FIE students to any one during the program. FIE has the authority to dismiss FIE students form their programs. If this is the case students will be responsible for any kind of costs related to their participation in the FIE program. Students dismissed forfeit academic transcripts and will not receive any kind of refund. FIE reserves the right to inform students' parents and home institutions of their dismissals and behaviours.

Drugs and Alcohol

FIE programs have a zero-tolerance policy related to alcohol abuse. And do not tolerate the possession, use, sale, production, or distribution of any drug or substance considered illegal in Spain. Violation of local laws in regards of drugs or alcohol abuse will result in an immediate dismissal from the FIE program. These students will forfeit academic transcripts and will not receive any kind of refund. In addition, students violating local laws will be personally liable and responsible of their acts according to legislation in Spain.

Safety

FIE students should always keep in mind that safety while abroad is the basis for an enjoyable personal and academic experience. Each student is responsible for his/her own decisions and actions while abroad. FIE strongly recommends a cautious behaviour. Students must get familiar with local situations in their city program related to safety with the support, help, and guidance of FIE staff. As a general advice students should not do in Spain what they would not do in their host country. For more detailed information of safety students should contact FIE staff. Safety is one of FIE major topics dealt with during orientation.

Use of Motor Vehicles and Electric Personal Transportation Vehicles

Students participating in FIE programmes may not purchase, rent, lease, operate, or otherwise use motorised vehicles during the duration of their programme. This restriction applies both in the programme location and while travelling independently during the programme. Prohibited vehicles include, but are not limited to, cars, vans, motorcycles, mopeds, motor scooters, off-road vehicles, and electric personal transportation devices such as e-scooters, Segways, hoverboards, and electric skateboards. Exceptions may be permitted only in emergency situations or where required to protect personal safety.