

University at Albany, SUNY Madrid Program

Please attach a PHOTO to this form!

MADRID: HOUSING REQUEST FORM

**ALL STUDENTS MUST COMPLETE THE FIRST PAGE OF THIS FORM.
PLEASE READ IT CAREFULLY.**

Students on the Madrid Program have the option of a homestay placement or housing of their own choosing, although the program strongly advises the homestay option for at least the first semester.

Participants who elect a homestay placement are required to remain with a host for the full semester.

Changes in host families may be made if the situation warrants, but you cannot just move out because you found a cheaper place to live or you changed your mind about staying with a family. While the Housing Coordinator is responsible for making homestay arrangements and paying the host families on behalf of students so placed, the Coordinator will not assist students who elect to find their own housing. Students who elect to make their own arrangements and subsequently request placement with a family will probably be accommodated within a few weeks. However, placement is not guaranteed after the start of the semester.

ATTENTION!!

Your housing payment covers room, breakfast, lunch, dinner, washing of clothes once a week, and light cleaning of your room. We are contracted to pay the families throughout the entire semester. Therefore, if you choose to travel outside of Madrid during weekends or breaks, your family will still be paid. This reserves your place with the family. Therefore, you will **not** receive a refund of any sort for days you are not living with the family, including vacation periods. The weeks between the fall and spring semesters are not covered by Albany. Therefore, students staying for the entire year must plan to pay the families directly for these extra weeks if they choose to stay in Madrid during the intersession. For **spring semester** students, host families are paid only half the normal amount for the days during spring break since we assume that you will be traveling during the break. The partial payment is to reserve your room. If you will not be away the whole break, please be aware that you must notify your señora and pay the other half of her payment for each day you will be there.

SELECT ONE OPTION AND BE SURE TO SIGN AND DATE THIS FORM. RETURN IT TO ALBANY AS SOON AS POSSIBLE.

____ **I request placement with a host family** for (circle one) **one semester/one year with full board**. If I request a full year's housing at this time and later wish to change to independent arrangements during my second semester abroad, I will give the Housing Coordinator notice at least three weeks prior to the start of orientation for the second semester.

____ **I elect to seek my own accommodations** and understand that I alone am responsible for securing appropriate housing and meals. (Albany cannot help with this option.)

Signature of Student

Date

Name printed legibly (Thanks!)

First Name

Last Name

9. Which would you prefer? Check one.

I would prefer a room by myself in a home where more than one student is staying.

I would prefer to share a room with another student.

(Again, please realize that single rooms are not always available. We will try our best to accommodate your request.)

10. Do you know another student with whom you would like to be housed? Give name.

11. Do you know a specific Spanish family who would be paid through the program with whom you would like to live? This can be a family we have used before or someone new, but the family must agree to our conditions and payment rate and be inspected by our Housing Coordinator in order to be approved. Please give the name, address, and phone number if possible.

12. Please provide any other information that you feel would help in the selection of your homestay (i.e. you don't want to live with a family with pets, you would/would not prefer a family with children, etc.). Every effort will be made to place you according to your preferences, but we cannot guarantee to accommodate all of your requests.