



GENERAL REGULATIONS OF THE INSTITUTO SAN JOAQUÍN DE FLORES

EMERGENCY PHONE CALLS

-In case of emergency you must use the card with the emergency telephone numbers the Institute provides for you. You may contact us by calling the number 8520-4158.

HOMESTAY

-Remember that you will be living with a middle to upper-class family in San Joaquín. Do not expect to be treated as their guest. You are a member of the family and part of the experience you will have is being a part of the family: just one more son or daughter. If you are uncomfortable with your family or if something is not working out, please contact the Program staff.

- Remember that telephone service **is not part of the agreement** with the families. Please consult with your family every time you wish to use the telephone. The family is not **required** to let you use the phone. You are responsible for any costs associated with **International or Domestic phone calls. Please expect to be charged for your phone use.**

- You may use the telephone at the house, **after the family has given permission**, for domestic or international calls as long as you use **your calling card** calling 199. If you are going to call the U.S. use a card called "**la viajera**". Such cards cost approximately US\$10.00 and have a calling time of 16 minutes.

It is important that you use the calling cards sold in the country, as AT&T does not work in Costa Rica.

-Some families have Internet Service at home: **YOU MAY NOT USE THIS SERVICE.** If you need to check your e-mail **you must do so at the Instituto.**

- Remember that Costa Ricans shower at least once a day. It is customary to shower in the morning before you leave the house.

-Please keep your room tidy and put all dirty laundry where it belongs. **Your mother is not required to wash your underwear. Therefore, this is something you must do for yourselves if necessary.**

-It is important to remember that the weather changes quickly in Costa Rica and that as a result clothes do not dry as quickly. What's more, clothes driers are rarely available. So talk with your host mother and work things out. You will need to be patient, as in many houses washing and ironing is done only once or twice a week.

- If you plan to arrive earlier or to stay on in Costa Rica after your program ends and you wish to live with a host family, **you must make financial arrangements directly with them.** The program will not fund or coordinate your stay before the first day or after the last day of paid housing. It is very important that you pay your family for the extra days you stay in their house and, of course, any outstanding telephone bills you may have.

-Boy or girlfriend's visits to student's bedrooms at host family houses are prohibited.

- Alcohol consumption at home is forbidden.

- Your host family will provide a locked drawer in your room where you can keep your personal belongings and your money. You are responsible for the safety of your belongings and neither your host family nor your home university will assume responsibility for any loss you may incur. **DON'T BE CARELESS OR CASUAL WITH YOUR possessions.** It is your responsibility to keep control of your valuables.

- Students who abuse or violate the housing policies established by the Instituto or the host family may be required to leave their homestay immediately. In that case the students will be required to pay said family for the entire semester as well as pay for the new accommodations.

THE INSTITUTE

- Schedule:

Students attention: Monday to Thursday 8am- 12md / 1pm- 5pm, Friday 8am- 12md / 1pm- 4pm

- Inside the institute students are not allowed to: use the telephone, drink alcohol, speak in English, bring animals or spend the night.

- Should you decide not to attend program-sponsored activity, you are required to advise us of your decision **one week in advance**.

- **Bear in mind that the Program does not refund any money** if you cannot or do not wish to participate in any of the planned activities.

- For academic and entertainment trips organized by the Institute, one itinerary and schedule will be handed in to each student. It will include; Academic activities, departure hour, places to visit and hours for free time. Students have to respect this itinerary that is to be always on time and accept rules established by professors and administrative personnel of the institute. During the academic activities consumption of alcohol is prohibited.

- Any student who does not participate in the Instituto's international excursion (to Nicaragua or Panama) is still required to make this trip and pay all additional costs incurred for the student and an accompanying Instituto faculty member.

- Friends and relatives cannot participate in Instituto excursions.

- Students must stay with the group on excursions and must travel to and from the excursion with the group. No exceptions can be made

- In the event you plan to take trips, whether in Costa Rica or outside the country, we have a **log (bitácora)** at the Office where you must **write down where you are going, with whom and where you will be staying**. In the event of an emergency, we need such information to be able to locate you.

- We have coffee, tea and fruit for you. Students must wash and put away their cups or glasses. **Remember that this is YOUR job**.

- One of the best ways to learn Spanish is by speaking it. Fortunately, this is something you can do first of all with your family members. Take advantage of the context and the opportunity to practice!

- Upon entering the Institute you must change your dirty or wet shoes for clean ones. Also, during the rainy season, you must leave your umbrellas outside the building.

HEALTH

- With regard to your health, all of you come with your own health insurance, which can be used in emergencies. However, if you go to a public or private hospital or clinic you must pay their bills and for the medicine "up front." Keep all your receipts so that you can file a claim for the relevant reimbursements.

- Drinking water in San Joaquín is totally potable. Nonetheless, we suggest that for your first days in the country it is best to drink bottled water until your system gets used to the change.

Any breach of these regulations may lead to dismissal from the program