



WELCOME TO TLA JUNIOR PROGRAM @ CSUCI

Our School Team is here to help you and make your experience in California a great one!

SUMMER PROGRAM

PROGRAM DIRECTOR

Mr. Brian MAUK
Phone: +1-954-562 7510

Mr. Mauk is the Program Director for all of TLA's summer camps. He will make sure that you receive the best possible service and that the program runs smoothly and efficiently.

ACADEMIC MANAGER

Ms. Tanya Olortegui

The Academic Coordinator is responsible for the effective implementation of TLA's English curriculum. She will be pleased to answer questions about placement test, receive comments about teachers, classes, level placement and the English program.

She leads an outstanding group of professional, dedicated, and experienced teachers dedicated to help learners communicate effectively in English and provide students with an exciting and formative American experience.

SENIOR OPERATIONS COORDINATOR

Ms. Sandra Rodriguez

Ms. Rodriguez is the Program Coordinators. They will make sure that you receive the best possible service and that the program runs smoothly and efficiently. They are your onsite contact for activities, meals, security and housekeeping issues. One of them will be **available daily on campus**.

TLA SUMMER PROGRAM
CALIFORNIA STATE UNIVERSITY– CHANNEL ISLANDS CAMPUS



R.As – ACTIVITY LEADERS

Our Resident Advisors/Activity Leaders (RAs) are available to assist with campus information and life in the United States, lead and participate in activities, provide information about excursion times and itineraries, share their experiences and speak English with students and Group leaders alike. RAs are not expected to replace the International Group Leaders' guidance, supervision and accountability duties.

We truly appreciate the dedication and enthusiasm the international Group Leaders and Chaperones bring to the program, and we are always eager to help. **To help ensure our team is well rested and ready to provide the best experience for students each day, we kindly ask that non-urgent messages (such as English class level adjustments, special dietary requirements or excursion itinerary requests) be sent during daytime hours and not later than 7:00 pm (19 hours), to ensure that our Director, Managers & Staff can look into each request and provide a prompt response.**

CAMPUS INFORMATION

California State University CSU Channel Islands
1 University Drive
Camarillo, CA
805-437 8400

OPERATIONAL EMERGENCY NUMBER after hours and during weekends:

EMERGENCY NUMBER: +1- 954- 562 7510 (Mr. Brian Mauk)

These numbers are to be used exclusively for serious medical or life/security threatening emergencies. Parents MAY NOT use these numbers to contact their children.

WE ARE HERE TO HELP

All of us at TLA want you to learn English and have a wonderful experience in California. We are here to help you and answer your questions - **so please talk to us!** ☺

GENERAL INFORMATION

The Southern California Region is home to over 25 million people, which is nearly $\frac{2}{3}$ of the population of California. The region is also notable for its ecological diversity, with habitat types ranging from shrublands on the coast to “sky island” forests on mountaintops to the Mojave Desert in the interior.

The motion picture, television and music industry are centered in the Los Angeles area in Southern California. Hollywood, a district of Los Angeles, gives its name to the American motion picture industry, which is synonymous with the neighborhood name.

Much of the California coast contains high sea cliffs and few river valleys, and in southern California highly erodible bluffs and raised terraces characterize the coast. This region is prone to erosion because houses are located directly on cliffs of unconsolidated material. In Southern California, the Pacific Ocean experiences varying wave heights and water temperatures. Wave conditions are influenced by local winds and swell patterns, while water temperatures generally range from 12C to 24C, peaking in late summer. **The water can be rough at times so only swim near a lifeguard stand.**

The CSUCI campus is in Camarillo, California which is located approximately 60KM from downtown Los Angeles. In the summer, the area enjoys mainly sunny skies and temperatures that average a high of 25C during the day and 18C at night. On occasion, there may be a marine layer overnight into the mid-morning which usually clears up by lunchtime. Since Los Angeles is a diverse area with mountains, valley coastal areas and deserts the temperatures dramatically vary depending on the part of Los Angeles that you may be in. In the city, valleys and desert temperatures can climb above 35C while the coastline enjoys milder temperatures, so it is important to know the weather conditions on the excursions you are going on. **The weather is very hot, and it is highly recommended that everyone carry a water bottle and stay well hydrated, especially in Las Vegas and the Grand Canyon. Temperatures in Las Vegas, Hoover Dam and the Grand Canyon West will be hot with temperatures ranging from 36C-45C. All students and chaperones must bring enough water to last throughout the duration of the excursion. TLA does not provide water, so it is imperative that everyone has a good supply of water.**

LAS VEGAS & GRAND CANYON

During your visit with us you will embark on a 3-day / 2-night trip to Las Vegas, the Grand Canyon West. Rightly known as the City of Lights, Las Vegas has a dazzling array of luxurious casinos, mega-hotels, and plush resorts. and live shows ensure the fun never stops after sunset. Southern Nevada is home to Hoover Dam and the Grand Canyon. The Grand Canyon, located in northern Arizona, is a vast, steep-sided canyon carved by the Colorado River over millions of years. It's renowned for its immense size, reaching over 277 miles long, up to 18 miles wide, and a depth of over a mile (6,093 feet). The canyon's walls reveal a layered geological history, exposing rock formations that date back billions of years, providing a glimpse into Earth's past. You will visit the western edge of the Grand Canyon better known as Grand Canyon West. **While visiting the Grand Canyon West, you must be aware of certain risks and dangers to enjoy your visit safely. The #1 danger at the canyon edge is falling off the Edge of the Canyon. One of the more obvious dangers of the Grand Canyon is the depth of the Canyon itself. The Grand Canyon West viewing area does not have rail guards and it is especially important to follow the TLA staff members' directions while visiting the viewing area. Students may not go any closer to the edge than 3 meters. Climbing, risky selfies and any other**

activity that is unsafe during the visits to Hoover Dam or Grand Canyon West will result in immediate removal from the program. It is the group leader's responsibility to mind your students and follow TLA staff members' direction.

LAS VEGAS WEEKEND TOUR

Day 1

You'll depart on a motorcoach. The bus should arrive 15 minutes before the departure time. You will meet your tour manager. You will enjoy some time having lunch in Barstow, CA. Photo stop at the 'Welcome to Las Vegas' sign then you will arrive at your hotel and check in. The hotel details are:

HAMPON INN TROPICANA
4975 Dean Martin Dr, Las Vegas, NV 89118

You'll have time for dinner on your own near the hotel (use of a meal card) or during the evening walking tour of Las Vegas Strip.

Day 2

Breakfast (breakfast at the hotel)

You'll visit the Hoover Dam Visitor Center and be able to walk on the dam and take photos from a viewpoint above the dam and continue to the powerful and inspiring Grand Canyon West, located in the state of Arizona. The Grand Canyon is considered by some to be one of the seven natural wonders of the world, due to its sensational decorative colors and majestic natural beauty. After the visit you will return to the hotel and have free time and have dinner (cash allowance) near the hotel. **There are no organized activities after the Hoover Dam / Grand Canyon Tour. Optional excursions are NOT AVAILABLE.**

Day 3

Breakfast (breakfast at the hotel)

Depart the hotel with your bags to head back to the campus. You will stop in Barstow for lunch (use of meal card) Return to the campus where you will have dinner on the campus.

TELEPHONE AND AREA CODES

The area code for Camarillo is 805. To dial any number in California you must begin with the area code. If you are dialing another city in the U.S., you must first dial 1, then the area code for that city, and finally the phone number. If you are calling another country, you must first dial + FIRST. Example: to call Italy, dial + 39 or 01139 and then the phone number.

WI-FI

There is FREE WIFI in the rooms and all locations on the campus. The login details will be posted at the management office.

FIRST DAY

On the first day of school, students take a Michigan University placement test and attend an orientation. **Students will not be tested at the end of their stay. Should students wish to receive an exit test, a specific request must be made to the Manager of studies immediately upon arrival.** Students are placed in levels according to their performance on the placement test, which includes a written test and an oral interview.

Assignment of students to levels is the responsibility of the Academic coordinator/Senior Lead teacher. **Students who have questions about their level of placement should speak with their teacher first.** If they still would like to be considered for a level change, they should discuss their placement with the Academic Director. **Requests for a level change originating from group leaders will only be considered after an interview with the student and/or re-testing has been scheduled, at the Academic Director's sole determination.**

CLASSES SCHEDULE

On some days classes meet from 9:00 am to 12:15 pm including a 15-minute morning break followed by lunch and a half-day excursion. On some other days classes may meet from 9:00 am to 12:15 pm with a break for lunch followed by afternoon classes from 1:30 pm to 4:30pm including a 30-minute afternoon break. Classes begin at the scheduled time, so please be punctual. **Students who arrive more than 10 minutes after the class scheduled start time will be counted ABSENT.**

EVALUATION AND ATTENDANCE

Students are expected to attend all scheduled classes daily. To receive a certificate, a minimum of 90% attendance is required. Students who fail to attend regularly will receive a warning. A student may only be excused from attending classes for medical reasons.

NO CELL PHONES IN CLASS

Cell phone use is not allowed during class hours. Cell phones will be deposited in a dedicated area and can only be retrieved after class. Students who are rude or disruptive in class will be suspended from

class for the remainder of the day. **Disruptive** means any offensive behavior (verbal or otherwise), poor personal hygiene, frequently leaving the classroom, **OR SPEAKING ONE'S NATIVE LANGUAGE DURING THE CLASS**. A student who has been suspended from class more than 3 times will be removed from the course.

CURRICULUM

Students will enjoy the WOW (World of Work) curriculum, a practical course designed by TLA, aimed at illustrating the United States from an economic and work-related perspective, using work-related vocabulary and contents,

The curriculum analyzes different US cities with their main industries and specific cultural aspects. The syllabus provides international students with an overview of the United States economy, innovative business models and new global concepts (i.e. Air B&B, Uber, Lyft etc.) that originated in the US, thus encouraging the participants to apply critical thinking in order to expand and support business concept via relevant examples, real product and company studies and discussions on practical, authentic materials.

The objective is early exposure for students to both self and career exploration in the ever-changing landscape of the global economy.

IMPROVING YOUR ENGLISH SKILLS

1. **Listen** to English and **Speak** in English as often as possible. The best way to improve your English is to use it. We encourage you to always use English, even with people from your own country. Don't be shy! It may be difficult at first, but you will see progress in due time.
2. Be curious! Read signs, labels, posts that you encounter in your daily activities
3. Participate in class, actively!
4. Ask many questions in English; we are all here to help you learn.

STUDENT ACCOMMODATION

ANACAPA VILLAGE

The apartments at ANACAPA have single bedrooms, and each apartment has four bedrooms. The apartment is fully furnished and includes furniture in the living area and the bedrooms. The building has a variety of common areas, including study rooms. Students are housed in apartments with 4 single rooms (**1 bed per room**) and two bathrooms. Each suite has a bathroom with sink, toilet and shower (full bath). The bathroom/student ratio is 1:2

SANTA CRUZ VILLAGE

The rooms in SANTA CRUZ have 2 bedrooms in each suite unit and each suite has one bathroom. Each bedroom has two twin beds. The bathroom/student ratio is 1:4. Santa Cruz Villages a variety of common areas including a gym, a game room, study rooms and the TLA office.

The buildings are assigned by TLA JUNIOR PROGRAMS at their own discretion, based on the program you purchased,

SWIMMING POOL

Insurance policies do not cover pool usage for students in this program. Therefore, the use of the swimming pool is not allowed. We appreciate your understanding and kindly ask that participants do not request exceptions to this policy.

BEACH TOWELS ARE NOT PROVIDED

Although linens and towels are provided, students are **not allowed** to take the University's towels to the beach. Please make sure to pack a beach towel and any extra towels you deem necessary in your luggage.

LINENS

Linens (bed sheets, blanket, and towels) are provided upon arrival. A bedding package will be available upon students' arrival. Students need to make their own bed. University linens may not be taken off the University campus. **Beds are assigned on a first come, first serve basis, unless a detailed rooming list is received 6 weeks prior to the students' arrival. Room changes will not be allowed at either the campus or at the hotel in Las Vegas NO EXCEPTIONS!**

MEALS

Most meals are served at the beautiful, modern University's Cafeteria

Meals are served according to the following timetable:

Breakfast: 7:30 am - 8:30 am
Lunch: 12:30 pm - 1:15 pm
Dinner: 7:00 pm - 8:00 pm

Special dietary requirements will be accommodated whenever possible but are not guaranteed. We will gladly assist those who require specialty foods by indicating where they may purchase them. Kosher and Halal foods are not available.

- **Breakfast** is served between 7:30 am and 8:30 am in the cafeteria. It includes a rich selection of breakfast breads, cereals, juices, fruit and eggs, bacon and other breakfast items. **Lunch** is served Monday to Friday between 12:30 pm and 1:15 pm (13:15) in the cafeteria at the school. Lunch includes a hot meal, soda drinks, fruit, chips and cookies. There is a selection of warm items available. Foods are available on a first come, first serve basis.
- **Dinner** is served between 7:00 p.m. and 8:00 p.m. in the Cafeteria. Students are expected to follow the meals schedule. If students miss a meal they will not be provided with an extra meal or given credit. Meals cannot be exchanged for cash. Beverages include water, iced tea, coke and sodas.

MEAL CARDS

A prepaid card will be given to each participant at check in. The card will be used for off campus meals during excursions and on the Las Vegas weekend tour. Each meal card will have the exact amount of funds that are equal to the meal allowance. The cards are used as a credit card. **When purchasing meals with the card it is imperative that if a tip is requested by the restaurant that all participants select NO TIP. Otherwise, a 20% hold may be placed on the card for a 3–5-day hold. In such instances, TLA will not issue a cash advance to replace the 20% hold on the card. If the participants choose to use the meal cards for shopping or other purchases that are not related to meal allowances, the funds will not be replaced and the participants is responsible for any meals after the cards are used thereafter.** **If you decide to skip a scheduled meal at the University, there will be no refund or cash allowance. Meals not taken are forfeited.**

CLEANING

Room cleaning is provided prior to students' arrival. A room refresh is provided once a week (common areas cleaning). Fresh bed linens and towels will be provided once per week, and all participants must make their own bed. Guests are encouraged to keep their room and bathroom neat and tidy. Students must use their own bath items such as soap, shampoo, toothpaste, etc. If you need to purchase these items, ask your RA to recommend a store where you can buy them. After 8:30 am on weekdays rooms must be vacated and students cannot remain in bed, unless seriously ill. There is no cleaning services provided during the week.

All students are responsible for discarding their own trash in the dumpster near the dormitories. University or TLA staff will not discard rubbish and if a room is reported to have excessive trash all participants in the room may have their \$100 security deposit retained. Trash bags are available in the student housing department.

LAUNDRY

There is a laundry room in each dormitory building. Washing machines are operated with a **\$10** card which must be purchased by credit card and **\$2** detergent, which can be bought at the Campus residential life office. Resident Advisors will assist students in purchasing cards and detergent.

SECURITY DEPOSIT

- **A US \$100 (ONE HUNDRED) per person SECURITY DEPOSIT IS REQUIRED and is MANDATORY**
- **DEPOSITS MUST BE PAID UPON ARRIVAL AT CHECK IN, IN CASH AND IN U.S. DOLLARS OR IN EUROS. NO EXCEPTIONS**
- **100 USD = 100 EUROS – NO CURRENCY EXCHANGE RATE WILL APPLY.**

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- **PASSPORTS ARE NOT COLLECTED BY TLA AND THE GROUP LEADERS SHOULD HOLD THE PASSPORTS. IT IS RECOMMENDED THAT THEY BE SECURED IN A LOCKED SUITCASE. SAFE DEPOSIT BOXES ARE NOT AVAILABLE ON CAMPUS.**
- **ROOM KEYS WILL ONLY BE DELIVERED AFTER SECURITY DEPOSIT IS PAID. A RECEIPT WILL BE ISSUED FOR EACH DEPOSIT AND PASSPORT. DEPOSITS WILL BE RETURNED AT CHECK OUT, UNLESS DAMAGE IS FOUND IN A ROOM, IN WHICH CASE ALL DEPOSITS FROM THE ROOM RESIDENTS WILL BE RETAINED.**

PLEASE READ THE FOLLOWING NOTICE CAREFULLY:

- **TLA RESERVES THE RIGHT TO RETAIN THE \$ 100 DEPOSIT IN THE EVENT THAT:**
 1. **STUDENT'S BEHAVIOR HAS CAUSED DAMAGES TO THE UNIVERSITY PROPERTY OR TO OTHER STUDENT'S PROPERTY**
 2. **STUDENTS' BEHAVIOR HAS GENERATED COMPLAINTS FROM OTHER UNIVERSITY GUESTS, THUS CAUSING INCONVENIENCE TO THE UNIVERSITY.**
 3. **TLA MAY ALSO RETAIN THE DEPOSIT, AT TLA'S OWN DISCRETION, AS A MONETARY FINE BEFORE REMOVAL, IN CASE OF UNRULY CONDUCT AND/OR REFUSAL TO ABIDE BY THE PROGRAM RULES.**
 4. **TLA WILL RETAIN THE DEPOSIT TO REFRESH ROOMS WHERE EXCESSIVE DISORDER, SMOKE SMELL OR TRASH HAS BEEN ASSESSED.**
 5. **SMOKING ON CAMPUS. CSUCI IS A SMOKE FREE CAMPUS AND SMOKING IS NOT ALLOWED ANYWHERE ON CAMPUS PROPERTY. IF YOU ARE CAUGHT SMOKING OR VAPING ANYWHERE ON CAMPUS YOUR SECURITY DEPOSIT WILL BE TAKEN.**
- **IN CASE OF DAMAGE TO ONE ROOM, THE DEPOSITS OF ALL STUDENTS STAYING IN THAT SPECIFIC ROOM WILL BE RETAINED.**
- **DEPOSITS WILL NOT BE RETURNED BEFORE THE CHECK OUT DAY, UNDER ANY CIRCUMSTANCE.**
- **ON CHECK OUT DAY, A ROOM CHECK WILL TAKE PLACE TO ASCERTAIN ANY DAMAGE.**

A \$ 25 KEY REPLACEMENT FEE WILL BE ASSESSED FOR LOST KEYS TO COVER THE ADMINISTRATIVE COST OF SECURITY CHECKS AND KEY REPLACEMENT.

EXCURSIONS, VISITS AND ACTIVITIES

Before their arrival, TLA will provide all students and group leaders with a schedule of the exciting, planned visits, activities and excursions included in the program. Attendance is compulsory, and students may only be excused in case of illness; in which case they will be taken to an emergency room for treatment.

Due to the complex logistics, planning and insurance regulations that govern the program, the calendar of scheduled excursions may not be changed after the group or student's arrival.

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- If a student is part of a group, they may not remain on campus while the rest of the group is on an excursion—unless a group leader stays behind with them. This policy is in place to always ensure proper supervision and student safety. If a student may not attend the excursion because they are unwell, they will be taken to the Emergency Room at the nearest hospital. We regret that TLA staff may not supervise or tend to an unwell student.
- Unless specifically included in the excursions and activities program that you purchased, admission to museums, attractions and landmarks is not included.
- Regretfully it will not be possible to accommodate any excursion itinerary modification or change request. Please understand that excursion itineraries are the result of careful planning and logistics scheduling by our staff. Itineraries are set and cannot be altered. We appreciate your cooperation in refraining from submitting requests for changes.
- Our evening activities are designed to offer students a relaxed and enjoyable way to spend time together, unwind, and build friendships in an informal setting, such as sports, table games, swimming pool evenings (based on facilities availability, etc.). The aim is to create a sense of community through simple, inclusive experiences rather than large-scale events. While we appreciate creative ideas and enthusiasm, please note that we are unable to accommodate requests for elaborate or complex productions. Our resources and staffing are focused on maintaining a smooth, balanced program that prioritizes student well-being and staff sustainability.
- For safety and security reasons, excursions or activities outside of campus are not permitted on the day of departure, regardless of the group's flight departure time. This policy ensures that, in the event of an unforeseen incident, groups will not risk missing their flights home. We appreciate your understanding and strict adherence to this rule.
- If departure occurs on Saturday or Sunday, after breakfast no other meals will be provided, regardless of the group's flight departure time.

PLEASE NOTE THAT SCHEDULED ACTIVITIES MAY NOT BE REPLACED, PERMUTED OR REFUNDED IN THE CASE OF CANCELLATION DUE TO FORCE MAJEURE.

RESIDENTIAL RULES

CURFEW – LIGHTS OUT

- By 11:00 pm (23:00 hrs) Students **MUST** be in their rooms.
- Students **MAY NOT RUN, SHOUT, PLAY INSTRUMENTS OR RADIO/CDs/Phone music** in the dormitory corridors, hallways, and any other public area.
- Students **MUST NOT SLAM DOORS OR USE THEIR FEET TO KICK OPEN/SHUT DOORS**
- Students and leaders must avoid disturbing other people's rest.
- TLA participants who do not respect other students or leaders' rest and quiet enjoyment of the dormitory will be removed from the premises.
- After 24:00 hrs **MIDNIGHT, NO NOISE IS ALLOWED.**
- Internet programs (Skype) and Music **MUST BE SHUT OFF.**

VISITORS

Before students invite a friend to visit their room, students must receive the approval of the other students who share the accommodation. **IT IS NOT PERMITTED TO RECEIVE ANOTHER STUDENT VISIT IN ONE'S ROOM AFTER 11:00 pm (23 hrs). ADULTS OVER 21 ARE NOT ALLOWED IN ROOMS WHERE STUDENTS UNDER 21 ARE HOSTED.**

COOKING AND SMALL APPLIANCES

COOKING IS NOT PERMITTED. KETTLES AND OTHER ELECTRICAL DEVICES USED TO PREPARE FOOD ARE NOT ALLOWED IN THE RESIDENCE HALL. **TLA WILL NOT PROVIDE GROUP LEADERS WITH KETTLES OR COFFEE MACHINES IN THEIR ROOMS.**

PROHIBITIONS – VIOLATIONS- SANCTIONS

DRUGS

The possession, use, sale or distribution of illegal drugs is NOT permitted on campus. Participants who violate this policy will be immediately terminated from the program and sent back to their country, at their own expense.

ALCOHOL POSSESSION AND/OR CONSUMPTION

In the U.S. you must be 21 years of age to buy, consume, or possess, alcohol. If you are under 21, it is illegal for you to buy and drink alcohol. BEER AND WINE ARE CONSIDERED ALCOHOL.

POSSESSION AND CONSUMPTION OF ALCOHOL ARE STRICTLY PROHIBITED ON CAMPUS AND WHILE IN THE TLA PROGRAM. VIOLATORS WILL BE IMMEDIATELY REMOVED FROM THE PROGRAM AND POSSIBLY REPATRIATED AT THEIR OWN COST, WITHOUT APPEAL.

Please consider that violation of the alcohol legal age law is considered a serious offense and may result in the offender going to jail first and then being deported from the U.S. **DO NOT ASK SOMEONE ELSE TO BUY ALCOHOL FOR YOU!!!! GROUP LEADERS ARE NOT ALLOWED TO PURCHASE ALCOHOL FOR THEIR STUDENTS.**

SMOKING AND FIRE HAZARD

IMPORTANT: California is highly prone to wildfires, especially during dry and hot seasons. Even a small spark can lead to a dangerous fire. For the safety of all students, staff, and the surrounding environment, we enforce a strict no-smoking policy. SMOKING AND VAPING ARE NOT ALLOWED ANYWHERE ON CAMPUS. SMOKING IN THE ROOMS IS STRICTLY PROHIBITED. IF

SMOKE OR VAPING SMELL IS DETECTED IN THE ROOMS, THE SECURITY DEPOSIT FOR THE WHOLE SUITE WILL BE RETAINED. IN CASE OF REPEAT OFFENSE, A \$ 500 FINE WILL BE LEVIED. ANY FINE MUST BE PAID ON THE SPOT.

IF YOU ARE UNDER THE AGE OF 21 IT IS ILLEGAL FOR YOU TO BUY CIGARETTES IN CALIFORNIA.

WARNINGS

- DO NOT place any furniture in the hallway. Doing so may result in the loss of your
- US \$ 100 room deposit. Please DO NOT move any furniture around INSIDE the rooms.
- Furniture must stay as you find it upon arrival. Fines apply.
- Students may not leave their room door open for any extended period.
- Leaving the room door open may result in the loss of the US \$100 room deposit by all students in the room.
- All Students must keep their rooms neat and orderly. FOOD (other than cookies or dry snacks) is NOT ALLOWED in the rooms.

INSPECTIONS

TLA RESERVES THE RIGHT TO CONDUCT ROOM INSPECTION AT IT'S SOLE OWN DISCRETION. TLA RESERVES THE RIGHT TO TAKE PICTURES OF STUDENTS' ACCOMMODATIONS IN CASES OF SUSPECTED OR EVIDENT VIOLATION OF ALCOHOL CONSUMPTION LAW, SMOKING IN THE ROOMS AND UNRULY BEHAVIOR WHICH HAS, OR MAY RESULT IN DAMAGES TO THE PROPERTY.

LEAVING CAMPUS

STUDENTS MAY NOT LEAVE THE UNIVERSITY CAMPUS WITHOUT A CHAPERONE/GROUP LEADER/RESIDENTIAL ASSISTANT. TLA WILL NOT BE RESPONSIBLE FOR ANY ACCIDENT, INJURY AND ANY EVENT THAT MAY OCCUR WHILE A STUDENT IS UNACCOMPANIED OUTSIDE OF THE UNIVERSITY CAMPUS.

DAMAGE TO PROPERTY

It is strictly prohibited to tamper with or damage safety and security devices such as fire extinguishers and security cameras and the following safety equipment.

- Fire alarm activation.
- Fire extinguisher discharge.
- Tampering with smoke alarms
- Damage to elevator due to overload.
- Tampering or destruction of video surveillance cameras

ALL students housed on the floor where the incident/damage occurs will have their deposits retained. If the damage/incident occurs in a common area, ALL students enrolled

in the program will lose their deposits. TLA may evict any student that may be found responsible for the damage/incident and repatriate the individual at their own expense.

PERSONAL SAFETY

The areas that you will be visiting are considered reasonably safe. However, as in every metropolitan area, we recommend the following common-sense safety precautions:

Cash & Jewelry:

Do not carry a lot of cash with you; it is better to carry credit cards and traveler's checks with some cash. Carry only small bills, not \$50- or \$100-dollar bills. Do not take out or count a lot of cash in front of other people. Do not wear very expensive jewelry.

Wallets, book bags & handbags:

Do not hang your handbag on the back of your chair in a restaurant. Keep it in your lap or on the floor by your feet where you can see it. Always keep your book bag, handbag, camera, etc. with you.

TLA WILL NOT BE RESPONSIBLE FOR MISSING ITEMS, CASH, TRAVELER'S CHECKS, CLOTHING, PHONES, ELECTRONICS AND/OR PERSONAL POSSESSIONS. PLEASE ENSURE THAT YOUR VALUABLES ARE LOCKED IN YOUR LUGGAGE.

SECURITY ISSUES

In Camarillo, it is unlawful for any person under 18 years of age to loiter, idle, or play in or upon public streets, highways, roads, alleys, or other public ways, whether on foot or riding by vehicle, between the hours of 10 PM and 6 AM each day. This does not apply to a minor accompanied by his parent, guardian, or other adult person having the care or custody of a minor or where the minor is on an emergency errand or legitimate business directed by a parent, guardian, or other adult person having the care and custody of the minor.

IT IS PRUDENT TO OBSERVE A FEW RULES. Stay in areas that you are familiar with. Know where you are going; try not to look lost. Walk along busy, well-lit streets. Back alleys and shortcuts **MUST** not be used after dark. If someone is following you, go quickly into the nearest store or another busy place. Do not look at maps on the street; if you must use a map, walk into a store or restaurant to look at your map or ask directions.

EMERGENCIES

In Case of Emergency use a public phone, if available or ask someone to call 911. This is the special emergency number. The police operator will always answer. There is no charge to call this number. No coins are necessary at a pay phone. Explain what is happening, calmly. Then follow the directions given to you. Help will be sent.

If for some reason there is no staff around you and you **feel sick** or you **are injured**, if you are a victim of a crime, or feel you are in danger, or you see someone who is, then that is an emergency. Get Help immediately! If you are at school, or with a staff member on an activity or a trip, ask for help. We will get you the help you need

ACTS OF GOD AND FORCE MAJEURE

Should the program be prevented or substantially impeded by any act of God or force majeure, including a hurricane, war, revolution, riot, civil commotion, any applicable governmental or judicial law or regulation, order or decree, campus or residential facility closure or other like cause beyond TLA control, the program shall be cancelled. If the program cannot be rescheduled and the campus location must be evacuated or vacated, participants and their agencies must make suitable arrangements to travel back to their country of origin. Meanwhile TLA will provide accommodation at a facility of their selection, based on availability. TLA does not guarantee the type and location of such accommodation. Classes and activities may be cancelled and TLA may not be held responsible for such cancellations. In case of program interruption or cancellation due to acts of God or force majeure, including a hurricane, war, earthquake, riot, civil commotion, any governmental or judicial law or order or decree, or other like cause beyond TLA control, refunds will not be issued and TLA will not bear any responsibility for increased airfares or incidental costs.

TAXIS/UBER/LYFT

Students are not allowed to leave campus unless accompanied by an adult. If group leaders need assistance calling a taxi, please ask the Director or use a UBER or LYFT service.

IMPORTANT INFORMATION: When using a taxicab or an UBER service, please make a note of the taxi number and car plate number. You will need this information in case of a claim or complaint.

RESPECT FOR OTHER PEOPLE

It is our policy to promote respect for all cultures, races and sexes. Bullying, racial or sexual harassment is not permitted and will result in your termination from the program. If you feel that you are the victim of bullying, sexual, or racial harassment, please tell the Program Manager immediately. All participants are expected to speak respectfully to **staff, managers, and vendors** at all times. When voicing a complaint make sure to

We understand that there may sometimes be concerns or issues you wish the staff to take care of. We encourage open communication, but **all complaints must be expressed respectfully and calmly.**

Using respectful language helps us resolve issues more effectively and ensures a positive environment for everyone. **Raising your voice, using inappropriate language, or speaking disrespectfully is not acceptable** and may result in disciplinary action. We are committed to maintaining a safe, supportive, and professional environment for everyone.

Thank you for treating others with kindness and respect.

**ENJOY YOUR STAY AT CALIFORNIA STATE UNIVERSITY – CHANNEL ISLANDS CAMPUS!
WE WISH YOU A WONDERFUL TIME AND A GREAT EXPERIENCE WITH TLA!**

Signed for acknowledgment and acceptance - GROUP LEADER'S FULL NAME



L'astrolabio srl

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