



## WELCOME TO THE TLA JUNIOR PROGRAM IN MIAMI !

### SUMMER PROGRAM DIRECTORS AND STAFF

Our School Team is here to help and make your experience in Florida a wonderful, memorable one!

#### **CENTER MANAGER**

**Mr. Zedane ADAMS**

Ms. Rucker and Mr. Adams are 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**

#### **SUMMER PROGRAM ACADEMIC COORDINATOR**

**Ms. Shelby JONES**

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.

#### **R.A.s – Activity Leaders duties**

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 staff and Managers can look into each request and provide a prompt response. Directors are available at any time to address emergencies, safety concerns or issues requiring immediate attention.

**CAMPUS INFORMATION**

**BARRY University**  
**11300 NE 2nd Ave**  
**Miami Shores, Florida 33168**

**OPERATIONAL EMERGENCY NUMBER after hours and during weekends:**

**EMERGENCY NUMBER: (+1) 904 – 327 5630**

**Secondary emergency number: (+1) 954 - 562 7510**

**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 Florida. We are here to help you and answer your questions - **so please talk to us!** ☺

**GENERAL INFORMATION****II. MIAMI**

Miami, the “Magic City” is a wealthy metropolitan area, business hub, tourist resort and cultural center. Miami has become one of the fastest-growing residential areas in the U.S. and is home to renowned business people as well as sports and movie stars. The city is divided into two main areas: the City of Miami, on the mainland on the shores of Biscayne Bay, which contains several hundred natural and artificially created barrier islands.

The main streets in Miami, namely Brickell Avenue and Biscayne Boulevard, are the heart of the financial district and are presently the trendiest and most elegant residential district of Miami.

Miami Beach and South Beach are located on an island, east of the city of Miami. Miami beach main streets are Collins Avenue, Lincoln Road, Washington Avenue and Ocean Drive. This famous touristic area features exclusive five-star hotels, boutiques and shops, galleries, restaurants and sidewalk cafes and ice cream parlors.

To the North of downtown are the newly redeveloped Wynwood District and Design district. These areas are attracting artists and musicians as well as the top luxury boutiques and art galleries. In recent years, the Design district has evolved into one of the most fashionable areas of Miami. The Aventura Mall is one of the largest shopping malls in the US. It hosts department stores, bars, restaurants and hundreds of shops. It is located in the northern Miami Aventura neighborhood.

**The Barry University campus is in Miami Shores, a residential community in the northern part of Miami metropolitan area. We encourage you to look it up on Google Maps and other navigation or mapping Apps and platforms.**

## WEATHER AND SAFETY

The city enjoys a warm subtropical climate all year round. The average annual temperature is 26° C. In the summer the temperature rarely exceeds 32° C. However, it may be humid and strong rains may occur in the afternoon. Please pack a small umbrella or a rain jacket. In July and August, thunderstorms are frequent and sometimes unannounced. We are taking all possible precautions to ensure our students safety. When you hear thunder, it means that you have a few minutes to seek shelter before a strong storm hits. **MAKE SURE TO REACH A COVERED SPACE IN TIME. IN FLORIDA, LIGHTNING IS VERY DANGEROUS. DURING A STORM DO NOT STAY IN THE OCEAN, IN A SWIMMING POOL OR UNDER A TREE.**

All indoor areas are heavily air-conditioned. Make sure to pack a sweater, a sweat shirt and/or a light jacket for indoor, including classrooms, bedrooms, movies, shopping centers, supermarkets etc. **YOU WILL NOT BE ABLE TO MODIFY THE INDOOR TEMPERATURE, THEREFORE PLEASE MAKE SURE YOU WEAR CLOTHES THAT WILL KEEP YOU WARM.**

### **WEATHER AND FORCE MAJEURE RELATED DISRUPTION**

The school is equipped with storm and hurricane-proof doors and windows which are approved for high wind resistance. The school is not entirely generator-powered and in case of power failure at the school or in the neighborhood, lessons will be canceled. **They will not be replaced, and no credit will be given for lessons missed because of force majeure events (weather conditions, fire, evacuation, unusable facilities, etc.).** TLA JUNIOR PROGRAMS reserve the right to replace an excursion with an alternative one, at TLA's own discretion in case of inclement weather or force majeure events. The excursion/visit that is cancelled or replaced may not operate again.

**In the event of a hurricane warning or other extreme weather conditions, classes will be canceled, and students may have to be evacuated to another residence or hotel, at the school's sole discretion for their own protection and safety. Program participants may be relocated to another city, region or campus, based on availability. Every effort will be made to minimize the inconvenience.**

## THE BEACH

Transportation will be provided from campus to the beach, according to excursions schedule. The beach in Miami (South Beach) is equipped with toilets and showers. These installations are free. Lifeguards monitor the beach from 9:00 am to 18:00 hrs. (6:00 pm).

**BEACH TOWELS ARE NOT PROVIDED.** Students are **not allowed** to take the University's towels to the beach. Pack a beach towel in your luggage. Beach umbrellas are not provided. Please make sure to pack a beach hat, cap or head cover.

**TELEPHONE AND AREA CODES:** The main area code for Fort Lauderdale is 954. The main area code for Miami is 305 and for Boca Raton it is 561. To dial any number in Florida 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 011 39) and then the phone number

**EMAIL:** The student computers at the library are available for you. Students are permitted to use the library at set times. There are more students than computers, so be considerate when there are other students waiting to use the computer and limit your maximum use to 30 minutes.

### **WI-FI:**

There is FREE WIFI in the rooms and all locations on the campus.

### **FIRST DAY**

On the first day, students take a Michigan University placement test and attend an orientation. 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 Director, at her sole discretion. Students, who have questions about their level placement, should speak with the Academic Director. Level change requests originating from Group Leaders will only be considered after the Academic coordinator conducts an interview with the Student and after re-testing is scheduled.

### **ID CARD**

Participants may be given an ID card which must be presented at the cafeteria to get meals.

### **CLASSES SCHEDULE**

Students receive two periods of English classes.

The first period starts at 09:00 and ends at 10:45. The second period starts at 11:00 and ends at 12:30. **This timetable may change**, and you will be notified promptly. Classes begin at the scheduled time and punctuality is required. Students who arrive after 10 minutes after the class scheduled start time will be counted ABSENT.

### **EVALUATION AND ATTENDANCE - NO CELL PHONES IN CLASS**

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

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.

### How to improve your English:

1. **Listen to English and Speak in English.** The best way to improve your English is to use it. We encourage you to use English at all times, 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. Befriend students from other nationalities who speak a native language different from yours
3. Participate actively in classroom activities
4. Ask many questions in English; we are all here to help you learn.

## ACCOMMODATION

### RESIDENCE HALLS: BEVILACQUA, BENINCASA and KOLASA HALLS

There are several buildings dedicated to students.

Participants will be hosted in several buildings. The accommodation building is assigned by TLA, at their sole discretion. Housing assignments are complicated tasks accomplished by the University Housing department and regretfully **we will not** be able to oblige or accommodate specific building assignment requests.

Students are hosted in twin rooms (**one room with 2 beds**) either in double rooms or in suites with 2 rooms with two beds each. Each room has two twin beds, a desk and a closet. Linens (bed sheets, blanket and towels) are provided. **Beach towels are NOT provided.** Students may **not** use University towels for the beach. University linens may not be taken out of the University campus. Each suite has a bathroom with sink, a toilet, and a shower. Some suites also have a bathroom with sink and toilet (half-bath). The student to bathroom ratio and Student to shower ratio is 4:1

**Hair dryers are not provided. If you bring your own, make sure to bring a European to US plug adapter. Keep in mind that the US and Europe use different electrical standards. The US primarily uses 120 volts AC at 60 Hz, while many European countries use 230 volts AC at 50 Hz. This difference in voltage and frequency can make it difficult to use appliances designed for one region in the other without a converter.**

**Safety boxes are not available.** Make sure to lock your valuables in a locked suitcase. **TLA is not responsible and cannot be held liable for missing items. Missing personal items are not covered by TLA insurance.**

**Group leaders are accommodated in single rooms, within an apartment of 2 or more rooms.  
Group Leader's Bathroom ratio 1:2**

Beds are assigned on a first-come, first-serve basis, unless a **detailed room-sharing list is received by TLA no later than 4 weeks prior to the students' arrival. After arrival, room-sharing arrangements cannot be changed or modified.**

## SECURITY DEPOSIT

- A US \$ 100 (ONE HUNDRED) SECURITY DEPOSIT IS REQUIRED UPON ARRIVAL.
- DEPOSITS MUST BE PAID AT CHECK IN, IN CASH, IN U.S. CURRENCY OR EUROS. FOR SECURITY DEPOSIT PURPOSES, 1 EURO = 1 US DOLLAR
- CURRENCIES OTHER THAN US DOLLARS OR EUROS WILL NOT BE ACCEPTED.
- PASSPORTS WILL NOT BE COLLECTED UPON ARRIVAL. THEY MUST BE KEPT IN A LOCKED LUGGAGE AT ALL TIMES OR SAFE KEPT BY THE GROUP LEADER.
- **ROOM KEYS WILL ONLY BE DELIVERED AFTER DEPOSIT IS PAID.** A RECEIPT WILL BE ISSUED FOR EACH DEPOSIT AND PASSPORT. DEPOSITS ONLY WILL BE RETURNED AT CHECK OUT.
- REQUESTS FOR DEPOSITS TO BE RETURNED BEFORE THE END OF THE STAY WILL NOT BE ACCEPTED.
- **TLA RESERVES THE RIGHT TO RETAIN THE DEPOSIT IN CASE OF STUDENT'S:**
  - 1- **UNAUTHORIZED USE OF UNIVERSITY PROPERTY AND/OR BEHAVIOR THAT HAS CAUSED DAMAGES TO THE UNIVERSITY PROPERTY OR TO OTHER STUDENT'S PROPERTY**
  - 2- **BEHAVIOR THAT HAS GENERATED COMPLAINTS FROM OTHER UNIVERSITY GUESTS, THUS CAUSING INCOVENIENCE TO THE UNIVERSITY.**
  - 3- **UNRULY CONDUCT AND/OR REFUSAL TO ABIDE BY THE PROGRAM RULES OR VIOLATION OF THE PROGRAM RULES.**

**TLA MAY ALSO RETAIN THE DEPOSIT, AT TLA'S OWN DISCRETION, AS A MONETARY FINE BEFORE REMOVAL.**

- **TLA WILL RETAIN THE DEPOSIT TO REFRESH ROOMS WHERE EXCESSIVE DISORDER OR TRASH HAS BEEN ASSESSED. TLA WILL RETAIN DEPOSIT TO REFRESH ROOMS WHERE SMOKE (CIGARETTE, PIPE, SHISHA etc.) HAS BEEN DETECTED.**
- **IN CASE OF DAMAGE TO ONE ROOM, ALL DEPOSITS OF STUDENTS STAYING IN THAT SPECIFIC ROOM WILL BE RETAINED.**

**ON CHECK OUT DAY, A ROOM CHECK WILL TAKE PLACE TO ASCERTAIN ANY DAMAGE. DEPOSITS WILL NOT BE RETURNED BEFORE THE CHEK OUT DAY, UNDER ANY CIRCUMSTANCE.**

**AS REQUIRED BY THE HOSTING COLLEGE, A \$ 25 KEY REPLACEMENT FEE WILL BE ASSESSED FOR EACH LOST KEY TO COVER THE ADMINISTRATIVE COST OF LOCK AND KEY REPLACEMENT.**

## RESIDENTIAL RULES

### SMOKING

**BARRY UNIVERSITY IS A SMOKE FREE CAMPUS! SMOKING IS NOT ALLOWED ANYWHERE ON CAMPUS OR INSIDE THE BUILDINGS AND NEVER IN THE ROOMS. IF SMOKE OR SMOKE SMELL IS DETECTED IN THE ROOMS, THE \$ 100 SECURITY DEPOSIT WILL BE RETAINED.**

**SMOKING PROHIBITION VIOLATION IS SUBJECT TO A \$ 500 FINE, PAYABLE ON THE SPOT. IN CASE A ROOM RE-PAINT IS NEEDED OR IN CASE OF REPEAT OFFENSE, AN ADDITIONAL \$ 500 FINE WILL BE LEVIED.**

**THE SALE OF TOBACCO PRODUCTS, NICOTINE PRODUCTS, OR NICOTINE DISPENSING DEVICES TO PERSONS UNDER THE AGE OF 21 IS AGAINST FLORIDA LAW. IF YOU ARE UNDER 21 IT IS ILLEGAL TO BUY CIGARETTES IN FLORIDA.**

### **CURFEW**

- **By 11:00 pm (23:00 hrs) Students MUST be in their rooms. Lights out at 23:30**
- **Students MAY NOT WALK, RUN, SHOUT, PLAY INSTRUMENTS OR RADIO/CDs in the dormitory corridors, hallways, and any other public area after 11:00 pm.**
- **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, Whatsapp) and Music MUST BE SHUT OFF.**

### **VISITORS**

It is **STRICTLY PROHIBITED** to invite a friend or a staff member to visit your room.

**IT IS NOT PERMITTED TO RECEIVE ANOTHER STUDENT VISIT IN ONE'S ROOM.**

**VIOLATIONS WILL BE SANCTIONED WITH A \$ 100 FINE ON FIRST INSTANCE AND REMOVAL FROM THE PROGRAM IN CASE OF A REPEAT VIOLATION.**

**ADULTS OVER 21 ARE NOT ALLOWED IN THE 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.**

### **CLEANING**

General areas' cleaning is provided 3 times per week. Rooms general cleaning is provided once per week. Fresh bed linen will be provided upon arrival. Please keep your room and bathroom neat and tidy. You must use your own bath items such as soap, shampoo, toothpaste, etc. If you did not bring these items with you, ask your RA to recommend a store where you can buy them. After 8:30 am on weekdays, the rooms must be vacated and students cannot be in bed, unless seriously ill.

### **MEALS**

Meals are served buffet-style at the University cafeteria. We regret that custom-cooked meal requests cannot be accommodated. Participants may not request to have special foods/ meals cooked for them. Students with special dietary requirements such as celiac disease or allergy to nuts can select those foods that meet their dietary requirements. Kosher and Halal foods are not available. The Cafeteria doors close at 7:00 pm. **On arrival day**, if the ETA (estimated arrival time) at Barry is after 6:00 pm, a boxed meal or pizza will be served.

- **Breakfast** is served **between 7:00 am and 8:00 am in the cafeteria** at the school. 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 and 13:30 in the cafeteria** at the school. Lunch includes 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 6:30 p.m. and 7:30 p.m. in the cafeteria.** Students are expected to follow meals schedule. Last entrance time for dinner is 7:00 pm. 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 HOURS MAY BE CHANGED AT SHORT NOTICE**

Meal allowances: US \$ 5 for breakfast - US \$ 10 for brunch/lunch – US \$ 17 for dinner

- **In case of late return from excursions a meal allowance will be given beforehand.**
- Meals canceled by groups with less than 24-hour notice will not be replaced or refunded.
- We will gladly assist those who wish to buy specialty foods by indicating where they may purchase them.

We remind participants that there is no lunch service on Saturday and Sunday. We do not provide packed/boxed lunches. Participants may purchase their own food upon arrival at the excursion site.

### **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. 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 are 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.**

### **VIRUS SPREADING PREVENTION AND HYGIENE PROTOCOL**

All participants are required to observe enhanced strict hygienic practices. We encourage the frequent use of disinfecting gel or sanitizing wipes, and we recommend you wash your hands thoroughly after using the bathroom, after coughing or sneezing, after meals, after sitting on the bus and after classes. Avoid touching your face, mouth or eyes with soiled hands.

## EXCURSIONS, VISITS AND ACTIVITIES

Before their arrival, TLA JUNIOR PROGRAMS 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.

TLA JUNIOR PROGRAMS reserve the right to replace an excursion with an alternative one, at TLA's own discretion in case of inclement weather or force majeure events.

- 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.

## PROHIBITIONS – VIOLATIONS- SANCTIONS

### DRUGS

The possession, use, sale or distribution of illegal drugs is NOT permitted on campus. If students violate this policy they will be immediately terminated from the program and sent back to their country of origin, at their own expense. We maintain and apply a zero-tolerance policy on this matter.

### 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. IT IS ILLEGAL!**

### DISRUPTIVE BEHAVIOR

- DO NOT place any furniture in the hallway. Doing so may result in the loss of your US \$ 100 room deposit.
- Students may not leave their room door or window open for any extended period of time.
- The humidity damages the furniture and allows mosquitoes and other animals to enter the room. Leaving the room door open will result in all the room occupants losing their US \$100 security deposit.
- All Students must keep their rooms neat and orderly. Excessive disorder or untidiness will be sanctioned. Food (other than cookies or dry snacks) may attract insects and 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

YOU 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.**

**Should any of the following events occur:**

- 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 have their deposits retained. 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 you will visit are considered safe. However, follow these 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, avoid \$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, backpacks & 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, cell phone, 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.**

**Do not accept alcohol, food, cookies, candy, cigarettes or any substance from strangers or people in the street, in shopping malls or at the beach. If you do, you are exposing yourself to grave danger.**

### **SECURITY ISSUES**

The University campus and the residential halls are under camera surveillance. The campus is patrolled by security 24/7. Do not be alarmed if security stops you. Remain calm and answer their questions with honesty. However, please make sure to abide all rules and regulations while on campus, as sanctions and penalties in case of violations may be severe.

There is a curfew in Florida: individuals under 21 years of age are not allowed to be in public places or walking in the street after 11 pm unless accompanied by an ADULT (age 21 or more).

**IT IS PRUDENT TO OBSERVE A FEW RULES.** When going on excursion, 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.

### **MONEY**

There is an ATM on the campus where you can receive cash advances from your credit card. Additionally, there are some banks in the Miami area where you can exchange foreign money.

**EUROS, RUBLES AND OTHER INTERNATIONAL CURRENCIES ARE NOT easily changed in Florida. Please make sure you bring US Dollars, possibly in 5,10 or 20 notes.** All American dollar bills look similar, so be sure that you are giving the correct currency note when paying. Coins can also be confusing to most visitors. Here is some helpful information:

<b>25 cents</b>	= one <b>quarter</b> :	4 quarters = \$1.00
<b>10 cents</b>	= one <b>dime</b> :	5 dimes = .50 cents (or 2 quarters) 10 dimes = \$1.00 (or 4 quarters)
<b>05 cents</b>	= one <b>nickel</b>	5 nickels = .25 cents (or 1 quarter)
<b>01 cent</b>	= one <b>penny</b>	5 pennies = 1 nickel

### **Taxes**

There is a 7% sales tax in Florida. This is **NEVER** included in the prices. **IT IS ADDED** when you pay. Basic foods in supermarkets are not taxed.

### **Tip / Gratuity / Service Fee**

In the U.S. service **IS NOT included** in the price of food or drinks in restaurants and bars. Most restaurant and bar workers receive only a minimal salary. They rely on service tips for most of their income. In a restaurant, the waiter will usually expect a tip equal to 18% of the total bill (more if the service was really great). **Before you pay the bill, always check your bill or ask if the TIP was already added to the bill.**

### **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 person 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 reason, including a hurricane, earthquake, war, revolution, riot, civil commotion, any applicable governmental or judicial law or regulation, order or decree, campus or residential facility closure, unusable premises or any 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 must immediately contact their booking agencies and must make suitable arrangements to travel back to their country of origin**. Meanwhile TLA will provide temporary accommodation and meals at a facility of their selection, based on availability. **TLA does not guarantee the type and location of such alternative 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, revolution, riot, civil commotion, any applicable governmental or judicial law or regulation, 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.

## **INSURANCE/DOCTORS/HOSPITALS**

In the U.S., doctors and other medical services are **very** expensive. A visit to the doctor can cost you over \$150. **All students must have insurance to cover emergency medical treatment. If you do not have medical insurance, please inform the Program Director immediately and we will help you purchase medical insurance. The cost is \$150 and it is non-refundable.**

If you have an emergency, we will provide transportation to the Emergency Room at **Jackson North Medical Center or another hospital** located near the campus in Miami, such as Mount Sinai Medical Center, Mercy Hospital, etc. **MAKE SURE to take your insurance policy with you**. Give the hospital **your residential address IN YOUR COUNTRY. Do NOT provide the address of the College.**

Most hospitals or doctors will expect you to pay the bill before you leave. Be sure to keep copies of all paperwork to submit to your insurance company later.

## **FACILITIES – SPORTS**

The campus features an outdoor volleyball field, a soccer field and tennis courts for students' use. Please bring your own tennis racket and balls. An indoor basketball court and table tennis room can be found in **Student Union** located on the campus. **Students should be accompanied by an Activity Leader or their Group Leader.**

**STUDENTS ARE NOT ALLOWED TO USE THE GYM AND FITNESS CENTER.**

APPROPRIATE ATHLETIC ATTIRE MUST BE WORN AT ALL TIMES WHEN USING THE SPORT FACILITIES. GENERALLY, THIS CONSISTS OF CLOSED-TOE ATHLETIC SHOES, ATHLETIC PANTS OR SHORTS AND A T-SHIRT, SWEATSHIRT OR TANK TOP.

STUDENTS ARE NOT ALLOWED TO EXERCISE IN JEANS, DRESS PANTS, BUTTON-DOWN SHIRTS, SKIRTS, DRESS SHOES, FLIP-FLOPS OR OPEN-TOE SHOES.

### SWIMMING POOL

The use of the swimming pool is allowed from dawn until dusk, based on availability. The pool is not available to students after 8:30 pm, unless a TLA-organized event is scheduled. When there are no swimming pool activities scheduled by TLA, the pool is unattended and there are no lifeguards. Students must refrain from using the facility.

### LAUNDRY

There are laundry rooms in each building. It costs \$2 to wash and \$2 to dry. The laundry is opened 24 hours a day. **THE WASHING MACHINES AND DRYERS ACCEPT ONLY 25 cent coins, VISA AND MASTER CARD.** We recommend you use **only 25 cent coins**. Students are responsible to have their own cleaning agent (detergent). Resident Advisors will assist students in purchasing detergent.

### NOT LEAVING CAMPUS

Students are not allowed to leave campus unless accompanied by an adult. IMPORTANT INFORMATION: When using a taxi cab (if authorized by your group leader or supervisor) please make a note of the taxi number and 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 College and TLA **staff, managers, and vendors** at all times.

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**. Please refrain from using foul language, profanities or aggressive body language. Raising your voice, using inappropriate language, or speaking disrespectfully is not acceptable and may result in disciplinary action.

Using respectful language and a collaborative attitude helps us resolve issues more effectively and ensures a positive environment for everyone. We are committed to maintaining a safe, supportive, and professional environment for everyone.

Thank you for treating others with kindness and respect.

**Read for acknowledgement and receipt**

GROUP LEADER'S FULL NAME

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SIGNATURE

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**WE WISH YOU A WONDERFUL TIME AT TLA JUNIOR PROGRAMS MIAMI!**



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**L'astrolabio srl**

Via Boccaccio 14, Milano 20123 – Italy

Tel. +39 02 72003311