



Tampa Language

C E N T E R

INTENSIVE ENGLISH PROGRAM

STUDENT HANDBOOK

Updated April 2025

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Dear Student,

Welcome to Tampa Language Center!

This student handbook contains important information about the services available to you here, as well as the rights and responsibilities expected of you as a member of our learning community. We ask that you read this handbook and if you ever have any questions about anything, please let our office staff know. The institution has copies onsite for reference at any time and it is always available on our website. The policies and procedures contained in this handbook are written to help you to achieve your goal of learning English, and to make the process of learning easy, fun, and rewarding.

Sincerely,

**Mahmoud Elbaradey
Owner
Tampa Language Center**

INSTITUTIONAL INFORMATION

Name of School: Tampa Language Center

Owner: Mr. Mahmoud Elbaradey

E mail: info@tampalanguagecenter.com

Web Site: www.tampalanguagecenter.com

Phone: +1 (813) 988 – 7900

Tampa: 9309 N. Florida Avenue, Suite 109, Tampa, FL 33612

Sarasota: 1956 Main Street, Sarasota, FL 34236

DESCRIPTION OF THE INSTITUTE

Tampa Language Center, founded in 1988, has been offering its services for over thirty-five years. The institute operates and offers courses in Tampa and in Sarasota. We have students from age 17-77 from countries all over the world. Typically, 80-100 students are enrolled at our school from about 30 different countries.

MISSION STATEMENT

The mission of Alex EDU LLC., DBA Tampa Language Center, established in 1988, is to provide high-quality English language instruction in a positive, culturally-sensitive environment and to equip students with knowledge, skills, and experiences that help them achieve their personal and academic goals.

SERVICES OFFERED

- English as a Second Language, all levels
- Business English, Advanced Writing, and Advanced Speaking & Listening
- SEVP Certified to issue I-20s for students who are seeking an F-1 visa or a change of status

ACCREDITATION

Tampa Language Center is accredited by the Commission on English Language Program Accreditation (CEA) for the period August 2019 through August 2029 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org. You can see the standards for accreditation here: <http://cea-accredit.org/about-cea/standards> You can email any questions, concerns, or complaints to this email address: info@cea-accredit.org

Only our Intensive English Program falls under the CEA accreditation!

FACULTY

Tampa Language Center employs instructors who, at a minimum, have earned a Bachelor's Degree from an accredited post-secondary institution and who demonstrate excellent proficiency in the language they are teaching. Teachers are also TEFL, TESOL, or TESL certified. The faculty is fully trained to meet and exceed the requirements of the curricula. All instructors have experience with students from other countries, and they understand the process of learning a new language and adjusting to a new culture. They take personal interest in the success of their students.

INTENSIVE ENGLISH PROGRAM CALENDAR 2025

Beginning of Quarter I:	Monday, January 6
Exams for Quarter I:	Final Exams for Classes April 2-3
End of Quarter I:	Thursday, April 3
Beginning of Quarter II:	Monday, April 7
Exams for Quarter II:	Final Exams for Classes June 25-26
End of Quarter II:	Thursday, June 26
Beginning of Quarter III:	Monday, July 7
Exams for Quarter III:	Final Exams for Classes Sep 24-25
End of Quarter III:	Thursday, September 25
Beginning of Quarter IV:	Monday, September 29
Exams for Quarter IV:	Final Exams for Classes December 17-18
End of Quarter IV:	Thursday, December 18

SCHOOL HOLIDAYS 2025

Monday, January 20	Dr. Martin Luther King, Jr. Day
March 14 - March 23	Spring Break
April 18- April 20	Easter weekend
May 26	Memorial Day
June 27 - July 6	Summer Break
September 1	Labor Day
November 27 - November 30	Thanksgiving Break
December 19, 2025 – Monday, January 4, 2026	Winter Break

INTENSIVE ENGLISH PROGRAM CALENDAR 2026

Beginning of Quarter I:	Monday, January 5
Exams for Quarter I:	April 1-2
End of Quarter I:	Thursday, April 2
Beginning of Quarter II:	Monday, April 6
Exams for Quarter II:	June 24-25
End of Quarter II:	Thursday, June 25
Beginning of Quarter III:	Monday, July 6
Exams for Quarter III:	Sep 23-24
End of Quarter III:	Thursday, September 24
Beginning of Quarter IV:	Monday, September 28

Exams for Quarter IV:	December 16-17
End of Quarter IV:	Thursday, December 17
SCHOOL HOLIDAYS 2026	
Monday, January 19	Dr. Martin Luther King, Jr. Day
March 13 - March 22	Spring Break
April 3- April 5	Easter weekend
May 25	Memorial Day
June 26 - July 5	Summer Break
September 7	Labor Day
November 26 - November 29	Thanksgiving Break
December 18, 2026 – Sunday, January 3, 2027	Winter Break

PROGRAMS OF STUDY

CURRICULUM

All programs are postsecondary, and the curricula are designed to serve the needs of the students. The ESL Program is designed for non-native speakers where English is a secondary language. Quarterly instruction sessions (12 weeks long) are offered on a continuous basis during the calendar year (January to December).

An intensive English as a Second Language Program of 20 hours of training per week is offered to both international and non-international students. International students must study all 20 hours whereas non-internationals may take fewer courses.

Tampa Language Center follows the proficiency guidelines of the CEFR. Student academic placement is based upon their proficiency level as determined by the Oxford Online Placement Test, which uses the CEFR scale. Courses are designed to meet students' goals with content tailored to one of seven proficiency levels.

ESL Courses Offered at Tampa Language Center

Speaking & Listening: Levels 1 - 6
 Vocabulary & Reading: Levels 1 - 6
 Grammar & Writing: Levels 1 -6
 Advanced Writing 7
 Speaking & Listening 7
 Business English 7

LENGTH AND STRUCTURE OF PROGRAM

The academic calendar consists of four quarters and one quarter will allow a student to complete 1 level of study. Quarterly instruction sessions are offered for all 7 levels on a continuous basis during the academic calendar year (January to December). Each quarter is twelve weeks long.

An intensive English as a Second Language program of 20 hours of training per week is offered to both international and non-international students. International students are required to study 20 hours per week and to register for a minimum of three months, and non-internationals are not.

Our English program has seven different levels. Students must demonstrate proficiency in Listening, Speaking, Reading, Vocabulary, Writing, and Grammar in order to progress to the next level. Students are encouraged to start classes on the first day of the quarter. International students may enroll for classes up to two weeks into the quarter. After the second week, international students desiring language training must wait until the next quarter. Non-International students may start at any time within the first 8 weeks of the quarter, provided space is available.

How long a student studies in a program would depend on what level they start in based on a placement test, and what their final goals are for their English. If a student finishes level 6 of our program, there are several local universities that they can transfer to minus the need to take a TOEFL or IELTS test!

TAMPA LANGUAGE CENTER PROFICIENCY SCALE

The following tables will show what students are expected to learn by course, and by level.

Student Learning Outcomes & Objectives for Speaking & Listening Levels 1-6

Course and Level	CEFR	STUDENT LEARNING OUTCOMES & OBJECTIVES
SL1	A1 (<A1- A1)	Students will be able to... <ol style="list-style-type: none"> 1. Introduce themselves or others (Ch1) 2. Identify and describe other people and relationships in a simple manner (Ch1,2) 3. Tell times and dates using cardinal and ordinal numbers (Ch5) 4. Engage in conversation on simple familiar topics that are personal in nature such as family, age, hobbies, routines, and plans (Ch4,7,9)
SL2	A2 (A1- A2+)	Students will be able to... <ol style="list-style-type: none"> 1. Give simple directions on how to get to nearby places (Ch2,8) 2. Identify or describe feelings and abilities (Ch3) 3. Order food or drink from a menu (Ch5) 4. Describe and ask about the price and characteristics of things they shop for (Ch6,8)
SL3	A2+-B1 (A2+- B1)	Students will be able to... <ol style="list-style-type: none"> 1. Talk about a past experience (Ch2,7) 2. Leave and take general telephone messages (Ch4,5,7) 3. Discuss a familiar topic and express their opinion (Ch3,4,5,6,7) 4. Describe the positives and negatives of something (Ch3,4,5,6,7)
SL4	B1+ (B1- B1+)	Students will be able to... <ol style="list-style-type: none"> 1. Arrange to get something done such as a service (Ch2) 2. Talk about something they read or listened to such as in the news or in entertainment (Ch3,5) 3. Express wishes or regrets (Ch4,6) 4. Agree and disagree politely on a debatable issue (Ch9)
SL5	B2 (B2- B2+)	Students will be able to... <ol style="list-style-type: none"> 1. Discuss complex or abstract topics (Ch1,7,8) 2. Talk about finances such as money management, financial goals and plans, or buyer's remorse (Ch3) 3. Speculate about the past and suggest a plausible explanation if appropriate (Ch9) 4. Discuss activities in the past, especially past habitual actions that no longer occur in the present (Ch10)
SL6	C1	Students will be able to...

	(B2+- C1)	<ol style="list-style-type: none">1. Effectively present oneself in a professional context such as through interviewing (Ch1), discussing career and study plans (Ch1), describing one's unique strengths (Ch8), and responding to feedback (Ch4)2. Express frustration, empathy, and encouragement (Ch3)3. Effectively respond to humor (Ch5)4. Make or respond to requests for favors (Ch6)
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Student Learning Outcomes & Objectives for Grammar for Comm. Levels 1-6

Note: This table answers the following: (1) Who is this course for? (2) What is this course about? (3) What teaching methods will be used? What type of work will students do? (4) What will students learn? (5) How will students be assessed?

Course and Level	CEFR	STUDENT LEARNING OUTCOMES & OBJECTIVES
GC1	A1 (<A1-A1)	<p>(Ch1—7)</p> <p>Students will be able to use the following grammatical structures in a basic way:</p> <ol style="list-style-type: none"> 1. Nouns and pronouns (Ch5) 2. Count and noncount nouns (Ch6) 3. Prepositions (Ch7) <p>Students will be able to use the following grammatical structures proficiently:</p> <ol style="list-style-type: none"> 4. <i>Be</i> and <i>Have</i> (Ch1,2) 5. The simple present (Ch3) 6. The present progressive (Ch4) 7. Imperatives (Ch4) 8. The existential <i>There</i> (Ch7)
GC2	A2 (A1-A2+)	<p>(Ch8—15)</p> <p>Students will be able to use the following grammatical structures in a basic way:</p> <ol style="list-style-type: none"> 1. The expression of future time (Ch10,11) 2. Modals (Ch12,13) 3. Nouns and modifiers (Ch14) 4. The comparative and superlative (Ch15) <p>Students will be able to use the following grammatical structures proficiently:</p> <ol style="list-style-type: none"> 5. The simple past (Ch8,9)
GC3	A2+-B1 (A2+-B1)	<p>(Ch1—7)</p> <p>Students will be able to use the following grammatical structures somewhat proficiently:</p> <ol style="list-style-type: none"> 1. Expressions of present, past, and future time (Ch1,2,3) 2. Modals (Ch7) 3. The present perfect (Ch4) 4. The past perfect (Ch4) <p>Students will be able to use the following grammatical structures proficiently:</p> <ol style="list-style-type: none"> 6. Question formation (Ch5) 7. Nouns and pronouns (Ch6)
GC4	B1+ (B1-B1+)	<p>(Ch8—14)</p> <p>Students will be able to use the following grammatical structures somewhat proficiently:</p>

		<ol style="list-style-type: none"> 1. The passive (Ch10) 2. Count and noncount nouns (Ch11) 3. Articles (Ch11) 4. Adjective clauses (Ch12) 5. Gerunds and infinitives (Ch13) 6. Noun clauses (Ch14) <p>Students will be able to use the following grammatical structures proficiently:</p> <ol style="list-style-type: none"> 7. Conjunctions (Ch8) 8. The comparative and superlative (Ch9)
GC5	B2 (B2- B2+)	<p>(Ch2—3,6—10) Optional: Ch1,5</p> <p>Students will be able to use the following grammatical structures somewhat proficiently:</p> <ol style="list-style-type: none"> 1. The future perfect and future perfect progressive (Ch3) <p>Students will be able to use the following grammatical structures proficiently:</p> <ol style="list-style-type: none"> 2. The present perfect, past perfect, present perfect progressive, and past perfect progressive (Ch2) 3. Nouns (Ch6) 4. Articles (Ch7) 5. Pronouns (Ch8) 6. Modals (Ch9,10)
GC6	C1 (B2+- C1)	<p>(Ch4,11—20)</p> <p>Students will be able to use the following grammatical structures somewhat proficiently:</p> <ol style="list-style-type: none"> 1. Adverbial phrases (Ch18) 2. Conditionals (Ch20) <p>Students will be able to use the following grammatical structures proficiently:</p> <ol style="list-style-type: none"> 3. All major verb tenses (Ch4) 4. The passive (Ch11) 5. Noun clauses (Ch12) 6. Adjective clauses (Ch13) 7. Gerunds and infinitives (Ch14,15) 8. Connectors (Ch16,19) 9. Adverb clauses (Ch17)

Student Learning Outcomes & Objectives for Reading & Writing Levels 1-6

Course and Level	CEFR	STUDENT LEARNING OUTCOMES & OBJECTIVES
RW1	A1 (<A1-A1)	<p>In regards to reading, students will be able to...</p> <ol style="list-style-type: none"> 1. Recognize and use various level-appropriate vocabulary (any chapter) 2. Identify the main ideas and details of passages written primarily in the simple present (any chapter) <p>In regards to writing, students will be able to...</p> <ol style="list-style-type: none"> 3. Write basic words and short sentences using basic vocabulary and grammar (any chapter)
RW2	A2 (A1-A2+)	<p>In regards to reading, students will be able to...</p> <ol style="list-style-type: none"> 1. Recognize and use various level-appropriate vocabulary (any chapter) 2. Identify the main ideas and details of passages written in the simple past, past progressive, and future tenses (any chapter) <p>In regards to writing, students will be able to...</p> <ol style="list-style-type: none"> 3. Write sentences and short paragraphs using basic vocabulary and grammar (any chapter)
RW3	A2+-B1 (A2+-B1)	<p>In regards to reading, students will be able to...</p> <ol style="list-style-type: none"> 1. Infer the author's attitude or opinion (Ch1 and 4) 2. Identify the main elements of a story (Ch4) 3. Take notes using a timeline (Ch3) 4. Take notes using abbreviations and symbols (Ch5) <p>In regards to writing, students will be able to...</p> <ol style="list-style-type: none"> 5. Write a complete, well-organized paragraph that includes a topic sentence, supporting sentences, and a concluding sentence (Ch2 and 3)
RW4	B1+ (B1-B1+)	<p>In regards to reading, students will be able to...</p> <ol style="list-style-type: none"> 1. Recognize how examples support opinions (Ch4) 2. Identify key information in charts (Ch7) <p>In regards to writing, students will be able to...</p> <ol style="list-style-type: none"> 3. Write a cover letter (Ch5) 4. Write a short opinion essay (Ch 6 and 7) 5. Use parallel structure (Ch3) 6. Use sentence variety (Ch7)
RW5	B2 (B2-B2+)	<p>In regards to reading, students will be able to...</p> <ol style="list-style-type: none"> 1. Infer the use of hedging (Ch4) <p>In regards to writing, students will be able to...</p> <ol style="list-style-type: none"> 2. Write an expository essay, such as a cause-effect essay, problem-solution essay, or comparison essay (Ch7 and 8)

		<ol style="list-style-type: none"> 3. Choose appropriate supporting sentences (Ch2) 4. Identify how to do basic paraphrasing (Ch4) 5. Use transitions and subordinators (Ch7 and 8)
RW6	C1 (B2+- C1)	<p>In regards to reading, students will be able to...</p> <ol style="list-style-type: none"> 1. Recognize irony in a text (Ch2) 2. Take effective notes that compare positive and negative ideas (Ch5) <p>In regards to writing, students will be able to...</p> <ol style="list-style-type: none"> 3. Write an argumentative essay (Ch2, 3, 5, and 8)

Student Learning Outcomes & Objectives for Level 7

Course and Level	CEFR	STUDENT LEARNING OUTCOMES & OBJECTIVES
SL7 10 hrs	C1+ (C1-C1+)	Students will be able to... <ol style="list-style-type: none"> 1. Identify the main ideas and details of academic videos, lectures, or interviews and participate in related discussion (any chapter from academic book) 2. Use idioms and slang (any chapter from idioms book) 3. Effectively use various accent-reducing strategies (any chapter from pronunciation book)
BE7 6 hrs	C1+ (C1-C1+)	Students will be able to... <ol style="list-style-type: none"> 1. Discuss business-related topics, concepts, or documents (any chapter) 2. Effectively communicate in unique workplace scenarios, situations, or tasks, especially via roleplaying (any chapter) 3. Effectively use various business communication skills for meetings, presentations, socializing, and phone calls (any chapter)
W7 4 hrs	C1+ (C1-C1+)	Students will be able to... <ol style="list-style-type: none"> 1. Write a research-heavy essay (Ch8) 2. Use the skills of paraphrasing, summarizing, and synthesizing effectively (Ch3)

STUDENT PLACEMENT:

You are placed into your initial level at TLC based on your average score on the Oxford Placement Test (ranging from 0.1 to 120 pts). The score you receive determines your CEFR proficiency (ranging from A1 to C1+) and school level (ranging from Level 1 to Level 7).

The student score ranges are Level 1 Beginner (0.1-10), Level 2 Upper-Beginner (11-30), Level 3 Pre-Intermediate (31-46), Level 4 Intermediate (47-60), Level 5 Upper-Intermediate (61-80), Level 6 Advanced (81-96), and Level 7 Upper-Advanced (97-120).

How your Test Score Affects your CEFR and Level													
A1 (<A1-A1)		A2 (A1-A2+)		A2+-B1		B1+ (B1-B1+)		B2 (B2-B2+)		C1 (B2+-C1)		C1+ (C1+-C2)	
Level 1		Level 2		Level 3		Level 4		Level 5		Level 6		Level 7	
0.1	0.4	0.7	1	11	21	31	41	51	61	71	81	91	101 111 120

STUDENT ACHIEVEMENT:

How to Progress to the Next Level of Language Proficiency

In order to move to the next proficiency level, students must meet all of the following criteria:

- Earn a 70% or higher in each of their classes.
- Get a 70% or higher average on their 3 final exams.

If the student disputes the promotion decision, a meeting is arranged with the student, and the Director to review the student's overall performance and the student may appeal to the next level. In this case, the Director makes the final decision.

At the end of every quarter, all students will receive a report card with their grades for each class, as well as their final exam grade average, and a decision on the student's level progression.

Grading Policy for Each Class

The following assessment instruments are generally used to evaluate students in class:

80% of your final grade will come from:

Tests and quizzes
Daily activities/classwork
Essays
Projects
Presentations
Other Assessments

20% of your final grade will come from:

Cumulative Final Exam

The grading scale is as follows:

90% - 100%	A	
80% - 89%	B	
70% - 79%	C	
60% - 69%	D	
59% and below	F	
	Inc	Incomplete

International students will receive an “incomplete” grade if they fail to take their exams. They will have to make up these exams and pay a \$50 fee to do so.

POLICIES AND PROCEDURES

Tampa Language Center Refund Policy

Scheduling is based on the current Tampa Language Center program schedule. Minor deviations from the published schedule may take place but will not affect the total number of classes. Pricing is based on the current Tampa Language Center price list and prices are subject to change.

Refund Policy for Full-Time Students Who Pay in Advance

Withdrawal after the full refund period is based on the following refund policy for one quarter of our Intensive English Program. Refunds will be made directly to the person/entity who made payment.

If Withdrawal or Cancellation occurs:	The School Will Refund:
Within 2 Days of Start Date or During 1st Week	80% of TOTAL tuition
During 2nd Week	60% of TOTAL tuition
After 2nd week	0% of TOTAL tuition

*You will follow another refund policy if you make monthly payments. Late payments will incur a \$30 per week charge. See monthly calendars in classrooms for payment due dates.

Monthly Tuition Agreement Refund Policy for Full-Time Students

Withdrawal after the first day of the quarter has begun is based on the following refund policy for one quarter in our Intensive English Program.

If Withdrawal or Cancellation occurs:	The School Will Refund
Within 2 Days of Start Date or During 1st Week	80% of TOTAL tuition
During 2nd Week	60% of TOTAL tuition
After 3rd week	0% of TOTAL tuition

If student elects to pay monthly, he/she will need to sign the Monthly Tuition Payment Plan Agreement!

Refund Policy for All Part-Time Students in Intensive English Program

All students may submit a written request to cancel three (3) days prior to the course start date and they will receive a full refund. During the period from 2 days prior to the class starting date until your third class, if you choose to withdraw from your course, you will only have a 70% tuition refund. After you attend your 3rd class, you will not qualify for a refund. This policy is only valid in your first month of studies. If you sign up for fewer than 4 weeks of classes, there will be NO refunds. Refunds will only be made to the person, company or agency that paid our school. If the student paid through an agency, he or she must speak directly with that agency for a refund, all refunds paid via check or wire transfer will be made via a refund check from the school. However, if school fees were paid by credit card, then the school will process the refund to the credit card used for payment.

CONFIDENTIALITY POLICY

Special note to students - All copies of the student's financial documents are maintained in individual student file folders. Any sponsor-related or government-related documents are kept in these individual folders. These folders are considered confidential by Tampa Language Center; therefore, all these records are kept in a locked cabinet in the office during the period in which the student is enrolled. After the student completes his training, the records are locked in the center's storage room. In accordance with SEVIS regulations, these records are shredded after five years.

INTERNET POLICIES & PROCEDURES

The purpose of these Internet Policies & Procedures is twofold. First, they are intended to introduce you to the rights, responsibilities, and dangers of using the internet as well as online services. Second, it sets forth Tampa Language Center's procedures for the proper use of the internet. Access to the internet from Tampa Language Center computers and software is provided for school purposes.

ELECTRONIC COMMUNICATION POLICY

All electronic communication systems, including, for example, the internet and e-mail (collectively, "the Information Systems"), and all messages, data, information, and communications created, stored, or contained in the Information Systems are the property of Tampa Language Center and are to be used solely for school-related purposes. The use of any software and business equipment for personal reasons is prohibited, including, but not limited to, computers, printers, and copy machines.

E-mail and other Information Systems of Tampa Language Center are not to be used in a way that may be disruptive or offensive to others. Tampa Language Center reserves the right to access all information stored in the Information Systems at any time, at its

sole discretion. Students must have no expectation of privacy in anything created, stored, sent, received, or maintained on the Information Systems of Tampa Language Center, including personal messages.

STUDENT LIFE

STUDENT COMPLAINTS

A formal complaint is when a student has a grievance that they want investigated and a formal response made to them. The student may file a formal complaint with the Director describing the treatment, action, or decision at issue, and the remedy sought. To file a formal complaint, **complete the form available in the office** and return it to the Director who will review it. The Director will then do an investigation and contact the student to resolve the issue.

An informal complaint is more of a comment, concern, recommendation, or smaller issue that does not require a formal response. For example, a student merely wants to air a concern and ensure that a member of staff is aware of the issue or that it is brought to the attention of the Director.

A student should first address the concern or complaint to his/her teacher, if it is small in nature. Normally, the instructor will be able to resolve issues related to the classroom.

If the student feels his or her complaint has not been adequately addressed, or if the problem is related to admission, attendance, or academic progress, the student may address the complaint to the Director or PDSO.

After a review of the issue, the Director will issue a ruling on the situation. This resolution will normally be considered final. All records of the interaction between the student and the Director and/or teacher are kept in the student's file.

HOUSING

Our school doesn't have accommodations on campus, so all of our students live offsite. We can provide information on local apartment complexes that have short-term leases available. We are located near the University of South Florida and the surrounding area provides a lot of furnished apartments with the average price around \$750/month including utilities.

We also believe that living with an American family can be a great way to start your life in the USA! International students booking their first 4 weeks with the American Homestay Network (AHN) learn about American culture, become better oriented to their community, understand better their long-term accommodation options (if required) and improve their American English skills. AHN specializes in placing international students with carefully screened and fully trained American host families. Students are required to stay for a minimum of 4 weeks and may choose to remain in homestay longer if they desire. Please visit <http://www.homestaynetwork.com/> for more information or to apply online today. If you have any questions or concerns, please contact AHN's Florida office at 754-900-8297 or florida@homestaynetwork.com

American Homestay Network Rates (Prices may vary from what is shown)

HOMESTAY PACKAGES FOR STUDENTS OVER 18

WEEKLY RATES SHOWN	Single	Shared
Complete	\$282	\$252
Traditional	\$262	\$232
Dinner Only	\$247	\$217
Breakfast Only	\$232	\$202
No Meals	\$217	\$187

You can also find affordable housing options near Tampa Language Center with 4stay.com.

With 4stay you can find homestay options if you want to improve your English by experiencing local culture. In addition, there are shared rooms, private rooms and apartments for rent.

All of the participating families and apartments undergo a rigorous selection, investigation, and approval process. Find your perfect stay option by clicking this link:

<https://tlchousing.4stay.com/>

STUDENT SERVICES

The English for Speakers of Other Languages (ESOL) program was designed for students who want to learn English or improve their English skills for academic or personal reasons. Tampa Language Center provides students with the opportunity to learn another language while they are immersed in another culture. Our enthusiastic, dedicated teachers make the process of learning easy, fun, and rewarding. The institute offers its students:

- Assistance with the F-1 visa procedure. The PDSO and the DSOs guide the students during the application and registration processes, ensuring that students are qualified to enroll in the language program. Please contact the office at any time to set up an appointment to speak with one of our trained personnel. When the student's needs exceed the resources and expertise available within the institution, the center refers them to the appropriate country's embassy and its advisors.
- Personal and academic advising. The school provides health insurance information for interested students. Students can request their grades at any time to see their academic progress. Teachers and staff can help give relevant information pertaining to university/college admissions. When the student's needs exceed the resources and expertise available within the institution, the center refers them to the appropriate admissions counselor in the university/college of their choice. We can also help you to apply to about 80 universities after you study at TLC if you so choose.
- Properly trained staff who provide pre-arrival and ongoing orientation to international students.
- A certificate of completion at the end of the training.
- Professional, dedicated, and enthusiastic faculty, who are always available to support and assist the students.
- Small group classes (3 to 15 students), which allow teachers to individualize each student's learning experience.
- Classes tailored to meet students' needs.
- Field trips and social activities. The students are encouraged to share time with their classmates in different social activities that allow them to use their English skills actively. Our students can participate in a volunteer activity, go on a field trip outside of the school, and participate in our quarterly international brunch.
- Diversity. Our students are from all over the world.
- Classrooms that are well equipped to provide the best learning environment possible for each student.
- Assistance and/or information on housing, rental apartments, and home-stay accommodations in the area.

- Policies in writing to ensure that each student clearly understands the policies regarding his/her registration and the procedure to maintain his/her status as an international student.

HEALTH INSURANCE

Although Tampa Language Center does not require its students to have health insurance while taking classes at our institute, the center does strongly recommend it. Students who are interested should see office staff for a list of suitable providers. Tampa Language Center is not financially responsible in any way if you get sick or need medical treatment during your training at our center. If you choose not to obtain health insurance, you will be required to sign a waiver form indicating your understanding of the consequences of not having insurance. Tampa Language Center is not responsible for the payment of any medical office or hospital visits.

If you would like to get some information about obtaining health insurance, you can go to this website: https://www.isoa.org/Tampa_Language_Center

FACILITY, EQUIPMENT AND SUPPLIES

The facility library is equipped with a variety of excellent resources, including books, periodicals, CDs, and DVDs relevant to the curricula. The computer facilities are available to students during and after classes.

All classrooms are equipped with large, flat-screen TVs, visual aids, audio equipment, and white boards. There is always a teacher present in the classroom. The office is well equipped with computers, copy machines, telephones, and a scanner.

The institute complies with all federal and state Occupational Safety and Health Administration regulations.

STUDENT EXPECTATIONS

ATTENDANCE

- As an F1, International Student you must maintain **full-time status by attending 20 hours per week** while studying at the Tampa Language Center. Failure to attend your classes will result in the loss of your student status and ICE authorities will be notified.
- International students must also demonstrate **satisfactory academic progress** in order to maintain their status and to continue studying at Tampa Language Center. If a student fails one quarter with our institute, he/she will be placed on probation. If the student fails two quarters consecutively, he/she will be dismissed from Tampa Language Center, and he/she will be asked to transfer to another institution.
- Teachers and office staff at Tampa Language Center take attendance daily. As an international student you are allowed three absences per month due to personal reasons. If you have more than three absences per month, you must show a medical statement. You are responsible for knowing how many absences you have.
- If you are absent, you are responsible for contacting the institute and your teacher for all assignments.
- If you plan to be absent from class for any religious observance, you must request permission in advance.
- If there is a valid reason, such as a family illness or emergency, and the student notifies the PDSO or a DSO (Designated School Official) about it, and receives his/her authorization, the student will be afforded a 15-day grace period in which he/she may make and complete arrangements for travel and departure.
- Regular attendance and punctuality are also important to show respect and consideration for your teachers and classmates. Your teacher will mark you tardy if you are not in class on time. Hours are counted in your attendance, so being late too often may account eventually add up to be a full day's absence.

COMMUNICATION

- Students must provide several means of contact information, including at least one working phone number, a physical address, and an email address, to Tampa Language Center. **Contact information must be updated any time it is changed.** Students are expected to check their voice mail and email daily for any important messages from the office staff or faculty. Students are also expected to check the bulletin board daily for updated institute information such as the calendar, classroom schedules, and field trip flyers.

RESPECT FOR OTHERS

- Treat the Tampa Language Center teachers, office staff, and other students with respect. Be polite, patient, and understanding. Eat your snack only during the break time, and always use your cell phone respectfully in class.

INFORMATION FOR INTERNATIONAL STUDENTS (F-1 VISA)

Maintaining your status in the United States

Upon entering the United States on an F-1 visa, you are granted F-1 status. In order to remain in status while you study at the Tampa Language Center, you must:

- Attend classes on a full-time basis (20 hours per week)
- Keep your I-20 valid
- Pay course fees in full
- Make academic progress in the course(s) you are enrolled in
- Follow all other SEVIS rules (These can be found at: <https://studyinthestates.dhs.gov/>)

Upon completion of your program, you have 30 days to leave the U.S., or 60 days to transfer to another school.

*If you cannot complete the educational program after having been in student status for longer than the anticipated length of the program plus a grace period in a single educational level, or for more than eight consecutive years, you must apply for extension of stay. An application for extension of stay using form I-539 and or I-539a should be filed with the USCIS 15 days, but no more than 60 days, before the expiration of your authorized stay.

Traveling outside of the United States

If you are planning to travel outside the United States while studying at the Tampa Language Center, you must make an appointment with the PDSO to discuss travel

arrangements. You cannot travel outside the United States during your program of study unless you have a travel signature on your I-20. This signature is given by a DSO at the school. Travelling outside the country during a program of study must be for a medical reason, a death in the family, or another serious situation, only. Please see an advisor about any situation related to this.

Please note that your F-1 visa and passport must be valid in order to return to the U.S. If your visa has expired, you will have to renew it at the U.S. Embassy.

EMPLOYMENT

International Students with an F-1 visa are not allowed to work while studying at our school. As an international student, you must have permission from the US government to work and you are limited in what you can do. You can find more information here: <https://studyinthestates.dhs.gov/>

VACATION

An International Student with an F-1 visa is entitled to a grace period of 60 days if:

1. He/she is transferred to another school after completion of his/her program of study at Tampa Language Center (the student must have completed at least one quarter of study).
2. He/she has studied for 9 consecutive months. If you study 9 months and would like a vacation, you will have to pay a \$100 vacation fee and be sure to register for the coming semester with our school.

COMMUNITY RESOURCES

ABOUT TAMPA

Tampa has something for everyone! Tampa is a modern city located in central Florida. It has two theme parks, Busch Gardens and Adventure Island, professional sports teams, and excellent beaches, as well as endless opportunities for dining, shopping, and entertainment. It is about 45 minutes from the west coast beaches and about an hour and fifteen minutes from Walt Disney World.

According to national survey results publicized on 02/07/2009 by "Pew Research Center", Tampa tied for fourth place in a national survey in which participants were asked in which of the nation's 30 largest metropolitan areas they would most like to live. Furthermore, Tampa Bay Magazine states, "The advantage of Tampa is that anybody can find a place where they fit in, whether it's their political views, their religious affiliation, or the type of business they want to bring in."

Where is Tampa?

Tampa is located in Florida, in the southeastern part of the United States. It is on Florida's Gulf Coast, and it is a 1 hour drive to Disney World in Orlando.



Community Resources

Nearby Grocery Stores:

ALDI:

14933 N. Florida Avenue, Tampa, FL 33613
Phone: 855-955-2534

Publix:

5450 E. Busch Blvd., [Temple Terrace, FL 33617](#)
Phone: 813-984-6411

Walmart:

8885 N. Florida Avenue, Tampa, FL 33604
Phone: 813-932-0562

Nearby Pharmacies:

Publix:

5450 E. Busch Blvd., [Temple Terrace, FL 33617](#)
Phone: 813-984-6411

CVS:

9202 N. Florida Avenue, Tampa, FL 33612
Phone: 813-935-1134

Walgreen's:

2111 E. Busch Blvd., Tampa, FL 33612
Phone: 813-931-7278

If you have any further questions about Tampa, please ask any of our office staff or your teachers.