



**Crossroads Centre, Antigua**  
**P.O. Box 3592, St. John's,**  
**Antigua, West Indies**  
**Telephone: (268) 562-0035**  
**Fax: (268) 562-3278**

Please read the information contained in this package and direct any questions to the Renewal Coordinator at Crossroads Centre.

[renewal@crossroadsantigua.org](mailto:renewal@crossroadsantigua.org)

**The general Renewal program package includes:**

- Immigration Department Policy
- Renewal Program Fees
- Credit Card Authorization Form
- Suggested List of Items to Bring and Items Not Permitted
- For Your Information (FYI)



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### **Immigration Department Policy**

Prior to your arrival at Crossroads Centre, we wish to make you aware of the Antigua Immigration Department Policy. Crossroads is located in the country of Antigua and therefore it is necessary that we work alongside the Immigration Department to ensure the safety of each visitor.

Upon your arrival to Antigua you will pass through Immigration as is the case with any visitor to the island. United States citizens require a valid passport to travel. Canadian or U.K. citizens will need to present either an original birth certificate with photo ID or a valid passport to enter the country. Please see **Travel Requirement information listed on page 6.**

Please inform the Immigration Officer of your plans to attend the Crossroads **RENEWAL PROGRAM** at which time they will award you sufficient days approved to stay on the island. **Please be sure to emphasize that you are staying for the one week programme and not the four or six week residential treatment programme.** This is particularly relevant as Immigration Officers are aware that renewal Programme participants are responsible for their own transportation to Crossroads and Residential treatment clients are picked up by a Crossroads driver.

Also, please be aware that upon leaving the island a \$28 US departure tax will be collected after check-in at the V.C. Bird International Airport.

We appreciate your understanding and cooperation. If you have any questions or concerns, please feel welcome to contact the Renewal Program Coordinator at Crossroads Centre.



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## **RENEWAL PROGRAM FEES**

**Single occupancy ..... US \$2599.00 per person**

**Double occupancy ..... US \$1999.00 per person**

**Renewal fees are inclusive of:**

- **Renewal Program sessions**
- **Accommodation and meals**
- **Complimentary therapies (yoga, fitness, massage)**

Please note: We require a \$500 deposit to secure a registration.

### **Cancellation Policy:**

A full refund minus the \$500 deposit will be issued upon receiving written notification a minimum of 3 weeks prior to the scheduled program. Cancellations received less than three weeks prior to the scheduled program will be refunded less 25% of the cost of the program. No refunds will be provided on or following the first day of the scheduled program. Crossroads Centre reserves the right to cancel or reschedule any program in the event of circumstances beyond our control. In such cases, registered participants will receive a full refund. Crossroads Centre is not liable for any additional expenses incurred by participants as the result of cancellation.

### **Payment:**

Deposits are due a minimum of three weeks prior to the scheduled renewal program. The balance of the renewal fees are due one week prior to the program commencing.

#### **1. Wire Transfer Instructions**

Directions: Give the following information to your bank for money transfer. **You must also provide Crossroads Centre with written confirmation– ensuring that your name and the routing number are included.**

For wire transfers **originating within** the U.S.A.:

City National Bank of Florida

1428 Brickell Avenue

Miami, Florida 33131

Tel: 305-371-5380

**ABA #** 066004367

**Beneficiary Account:**10003726200

**Beneficiary Name:** Crossroads Incorporated

For International wire transfers **originating outside** of the USA:

Standard Chartered Bank

200 Vessey Street, No. 23

New York, NY 10285

Tel: 212-415-9500

**Swift Code:** SCBLUS 33

**Beneficiary Bank:** City National Bank of Florida

1428 Brickell Avenue

Miami, Florida 33131

Tel: 305-371-5380

**ABA #** 066004367

**Beneficiary Account:**10003726200

**Beneficiary Name:** Crossroads Incorporated

2. **Certified cheque or money order** made payable to Crossroads Centre, Antigua. Personal or business cheques will not be accepted. A copy of the certified cheque must be faxed to Crossroads at least one (1) business day prior to admission.
3. **VISA, MasterCard, American Express or Discover:** Credit cards will be processed a minimum of one week prior to attending. We must receive written authorization from the cardholder in order to process credit cards.

**Credit Card Directions:**

1. Cardholder must complete and sign the Credit Card Authorization Form
2. Fax the above document to Crossroads Centre in c/o the Renewal Program Coordinator (268) 562-3278.



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## **CREDIT CARD AUTHORIZATION FORM**

-PLEASE PRINT LEGIBLY-

I \_\_\_\_\_, (Please Print Name as It Appears on Card) hereby authorize Crossroads Centre, Antigua to charge the following credit card:

Visa   MasterCard   American Express   Discover (Check Appropriate Box)

Card Number: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_

Card Security Code: \_\_\_\_\_

Name of Issuing Bank of Card: \_\_\_\_\_

In the amount of \$\_\_\_\_\_ U.S. dollars, towards Renewal Program services for:

(Registrant's name): \_\_\_\_\_

Scheduled to attend on (date): \_\_\_\_\_

I understand that the \$500.00 security deposit is **non-refundable** in the event of the registrant's cancellation. **I further understand that subsequent to admission, all charges are completely non-refundable.**

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **SUGGESTED LIST OF ITEMS TO BRING**

### **TRAVEL DOCUMENTS**

**All persons entering Antigua and Barbuda must have an onward or return ticket and valid proof of citizenship.**

#### **Proof of Citizenship**

**United States Nationals** require proof of citizenship in the form of a valid passport.

If you require a passport you may contact the **U.S. National Passport Information Center (NPIC)** at: 877 487-2778 and inquire about their same day service (with appointment).

If you need a passport and can wait two weeks or longer, contact the **U.S. Department of State: [www.travel.state.gov/passport](http://www.travel.state.gov/passport)**

There are also a number of private organizations that offer expedited service within 1-3 business days. Some websites are located below.

**American Passport Express: [www.americanpassport.com](http://www.americanpassport.com)** 800 841-6778

**Expert Visa Services: [www.expertvisa.com](http://www.expertvisa.com)** 312 663-6667

Canadian and United Kingdom Nationals **must present one of the following to be allowed entry into Antigua:**

1. Valid Passport, **OR**
2. Original Birth Certificate **with** government issued photo ID (i.e. driver's license), **OR,**
3. Notarized Copy of Birth Certificate (i.e. with a raised seal) **with** photo ID

*NOTE: If you cannot locate the Original Birth Certificate, you can take a copy to any Lawyer to get it Notarized with a raised seal. Anyone travelling via the United States must have a valid passport.*



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**RENEWAL PROGRAM**  
**SUGGESTED LIST OF ITEMS TO BRING**

**Clothing**

Bring with you comfortable, casual, cool, easy to launder clothes including: Bermuda type/ walking shorts, T-shirts, pajamas, light weight robe, slippers, exercise clothing, running shoes, sun hat, sunglasses, swim suit, swim cover up, and comfortable shoes or sandals. Individuals are asked to refrain from clothing that is revealing, tight or in any way inappropriate for the treatment setting.

**Toiletries**

Sunscreen, toothpaste, toothbrush, bar soap, deodorant, shampoo, contact lens solutions, insect repellent etc. Hairdryers are not included in the rooms.

**Money**

Both United States and Eastern Caribbean dollars are accepted for purchases in Antigua and at Crossroads. If you need to change your currency, this should be done at V.C. Bird International Airport upon arrival. Our gift shop supplies recovery literature, toiletries, small souvenirs, and gift items. We further advise individuals traveling to Antigua to bring with them a valid credit card, traveler's cheques, and/or an out of country health insurance card for use in case of a medical emergency.

**Medications**

If you are taking approved prescription medications, please bring these with you. Crossroads will not provide any medications to participants of the Renewal Program. **If you have any questions about medications that are not permitted on site, contact the Admissions department prior to your admission.**

**ITEMS NOT PERMITTED**

- Alcohol, illicit drugs or non-approved medications
- Expensive jewelry or large sums of money. Please note that guest rooms are not equipped with private safes.
- Alcohol/tobacco or other drug emblem clothing



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## **FOR YOUR INFORMATION (FYI)**

### **Transportation:**

Taxis are available at V.C. Bird International airport to transport you to Crossroads Centre. An estimated fare is approximately US \$ 1. Rental cars are also available and can be organized prior to or at arrival. We remind you that driving in Antigua is on the left hand side of the road.

### **Accommodation:**

Guest rooms are available in single and double occupancy. Each bedroom is equipped with cable television, air conditioning, small-fridge, telephone (with local and long distance features) and wireless internet.

### **Meals:**

Meals will be provided in the Crossroads dining hall and are included in the cost of the program

### **Temperature:**

Average temperatures in Antigua range from 24 ó 30 degrees Celsius.

### **Facility:**

Residential buildings, group rooms and offices are air-conditioned.

### **Smoking:**

All buildings at Crossroads, including the on- site guest rooms are non-smoking. Smoking is permitted only in designated areas outside.

### **Laundry:**

Laundry services are not available to Renewal participants