



Location and Course Information

Cebu, Philippines

Final Payment

You have the following options for final payment:

1. Cash on arrival is an acceptable method of final payment and should be in US dollars.
2. Paying by credit card either before or upon arrival is also acceptable. Go to our secure server at <http://216.71.130.193/Merchant2/merchant.mv> and follow the instructions. You will only need to fill in your name and email address in the billing section. We will usually respond within 12 hours confirming receipt of payment.
3. Pay by personal check to:

TEFL International
1200 belle Passi Rd
Woodburn, OR 97071

Personal checks MUST BE drawn on a US bank from a US account and it must arrive 2 weeks before the course start date.

*Please write your name, the course location, course dates, and your Email address on the back of the check. This is very important so that we can immediately notify you when the check has been received.

4. Pay by Bank Transfer:

Routing number for wire to Bank of America 02600959-3
Account number 28656-13357
Credit: TEFL International
Woodburn, OR 97071

Bank of America
110 South Pacific Hwy
Woodburn, OR 97071

Please arrange to send the bank transfer 2 weeks before the course start date and bring your receipt to the center.

On the first morning of the course the trainers will arrive early to handle final payments. All payments MUST be made by the end of lunch on the first day unless special arrangements have been made with the trainers. Late fees of \$25 per day may be assessed if payment is not made.

If payments have not been received by the end of class on the first Wednesday, you must gain permission from cebu_philippines@teflintl.com to remain in the course.

Visa and Passport Information

All visitors to the Philippines are required to carry a passport valid for at least six months after arrival date.

Visitors to the Philippines from the United Kingdom, USA, Australia and New Zealand can stay in the Philippines for a maximum of 60 days without a visa, and this can easily be extended. Citizens from all other countries should contact their local consulate to obtain current travel regulations.

For more information on obtaining visas please visit <http://www.gov.ph/faqs/visa.asp>

**As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.*

Transportation upon Arrival

Your accommodation is available starting on the Saturday before the course begins through Saturday (2:00 PM) following the final week. We hope you will plan to arrive in Cebu by Saturday as this will give you a chance to relax and get accustomed to your surroundings before the course begins.

On Saturday prior to the course start date, we will provide transportation from the Mactan (Cebu) International Airport to your accommodation at the school. Please meet us at the International arrival area for those arriving from direct International flights and at the domestic arrival area for those arriving from connecting flights in Manila. Let us know ahead of time your time of arrival so that we can meet you at the airport on time. For those arriving before Saturday, let us know at cebu_philippines@teflintl.com and we will make special arrangements for your transportation or your transfer to the school at the start of the course.

Important Note:

Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements via email at cebu_philippines@teflintl.com - essential if you plan to use the provided airport transfer on Saturday. Please do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information!

Should you have any problems with transportation going to Cebu or meeting the driver, please feel free to call us at the telephone/mobile numbers below:

Cebu Office: +63 32 417 6768
Melany : +63 918 3698737
Gena : +63 906 8830228

Accommodation Details

Cebu accommodation options:

1. A private room located within 5-minute walk from the school building. All rooms are clean and adequately furnished.

Bedding and towels are included in the room. All rooms will be cleaned and the linens changed by the house staff once per week (Friday or Saturday). As well, a vacuum cleaner and cleaning materials are available for trainees' use.

2. Hotel accommodations. Approximately 10-minute drive from the school is the Ford's Inn Boutique Hotel. The rooms are big and comfortable and air conditioning is provided. Should availability of rooms at Ford's Inn becomes a concern, other hotels in the city have also been secured solely for this purpose. Transportation is not a problem as we provide free transport from your hotel to the school and back. This is effective upon the whole duration of the course.

Please be assured that any special requests or requirements regarding accommodation will be taken into account, and TEFL International will make every effort to honor such requests.

You may check in from 9:00 AM on the Saturday prior to the course start date and you must check out by 2:00 PM on the Friday after the course

Guest Policy

Guests are welcome to stay with you at the Hotel. However, for security reasons, they must be a friend or relative that you have known for a long time and certainly not someone that you have just met at the karaoke bar.

Internet

There is internet access at the school available 24/7. You may also use your laptop to connect to the internet using wireless application.

Telephone Service

Hotel staff will answer the phones and assist you with placing calls Monday through Friday.

You can receive incoming calls at the school but we ask that your callers consider the timing of the call. Messages will be taken if you are in training and given to you during the break. Classes will only be interrupted with urgent messages.

These phones may also be used for outgoing calls however they are PIN Number phones and therefore you will need to purchase a phone card or ask assistance from reception.

Mail

Outgoing mail can be left at the front desk and will be posted the following morning. We simply charge you the same price that the post office charges us.

First Aid

All minor injuries can be treated at the training location. Medication for food poisoning - including antibiotic drugs - is available at local drug stores. In the case of food poisoning or other stomach problems trainees are advised to temporarily avoid eating. Drink only bottled water until the symptoms subside and then gradually introduce other foods into your diet beginning with steamed rice.

If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to the Hospital for treatment. An emergency contact list is posted in the classroom.

Meals

There are many local restaurants and street vendors offering excellent, inexpensive Filipino food. In general this food is very safe to eat, but please use common sense – if you doubt the quality, don't eat it!

Drinks, Snacks, Personal Food Items

Coffee, tea, soft drinks and snacks may be purchased at a small cost from the mini-grocery within the building or shops down the road. Drinks may be taken into the training room during input sessions. Tap water is deemed unsafe in the Philippines; therefore, please only drink bottled water during your stay. Bottled water is inexpensive and readily available throughout the city.

Laundry

Laundry service is available at a number of shops within the city.

Smoking and Drinking Policy

Smoking is allowed at the balcony on the third floor of the school building. However, it's prohibited inside any of the hotel rooms and classrooms.

Possession or the use of drugs is illegal. We have a zero tolerance rule pertaining to drugs, on or off of the premises.

There is also a strict "No Drinking" policy while on school grounds. What you do in your spare time is your business. However public intoxication at the school will not be tolerated.

COURSE ADMINISTRATIVE INFORMATION

Training Course Schedule

The initial orientation is usually on Sunday evening prior to the course start date at 6:00 p.m.

The first class will take place Monday morning at 9:00 a.m. The course schedule will be provided on Monday morning. Sessions generally run between 9:00 a.m. and 4:45 p.m. with appropriate breaks. Transportation shuttle departs at 8:00 a.m. on days when there is outside teaching practice unless you are notified otherwise.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for rescheduled TP.

Course Dress Requirements

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

During Teaching Practice, however, there are specific dress requirements that adhere to the local working culture and basic ideas of professionalism. All trainees are expected to dress "casually smart" according to the following guidelines:

Women:

Shoulders should be covered in other words blouses with sleeves. No low-cut necklines or very short skirts. Bare midriffs must not be visible, even when lifting arms up. Open-toed shoes are acceptable, but no hiking or flip-flop sandals.

Men:

Long pants; no raggedy jeans. Short- or long-sleeved shirt with a collar; tie is not required. Loafers or dress shoes, sandals are not acceptable. Long hair should be tied back.

Resources

Please bring a pen and a notebook for taking notes during class. All relevant forms and instructions will be provided, as well as notes from the input sessions.

You may want to bring a walkman with you, especially one which records. It is not required equipment, but many trainees have commented that the possession of their recording walkman made the course easier for them (in preparing tapes, interviewing and listening to conversations with students).

Various books are provided for use by trainees. However, no books should be removed from the classroom on the 3rd floor without specific permission from the Course Academic Director. Signing in and out of all books is required.

You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools necessary to make student materials. However, the trainees are responsible for providing additional poster board, markers, glue, pens, paper, etc., for creating teaching materials. These can be purchased at a local stationery store.

A photocopying machine is available for use by all trainees without charge.

TRAINEE COURSE FEEDBACK SESSIONS

There will be a trainee feedback session at the end of the course and we try to schedule after the first two weeks as well. These sessions are aimed to give trainees the opportunity to provide feedback regarding anything to do with the course, accommodations, and so on. We welcome your open and honest feedback so we can continue to improve the training course and the facilities provided at the training location. Although there are scheduled feedback times, please feel free to give feedback to the Lead Trainer or the Course Administration at any time. Of course, we welcome all positive comments as well!

Problems and Complaints

If any trainee has a personal problem which may interfere with course studies, please talk to one of the trainers.

If any trainee has a complaint about any aspect of the course or about any of the trainers, please see the Course Director. If you feel that you would like to keep your complaint anonymous, please write or type your complaint and leave it in the suggestion box at the front desk.

In-town Transportation

Jeep and taxi cab are the main form of local transportation and will take you anywhere around the city. Jeeps have designated routes therefore it's more convenient to hail a taxi cab for your other destinations. Minimum fare for a jeep is at 6.00 Pesos with additional 1 peso per km. Taxi, on the other hand, are readily available anywhere around the city at any time of the day. You may want to find taxi drivers who want to have a flat rate fixed in advance - usually double or more than normal fare. However the legal way is "by meter". All taxi are equipped with a taxi-meter to give accurate fares.

Shopping

There are several areas in the City proper and other areas around Cebu where you can shop. Be prepared to bargain hard for all purchases other than food. As a suggestion, start by offering about half of the price quoted to you, and then work

your way up to an acceptable price for both seller and buyer. Be prepared to walk away if you think you're paying too much; the seller will call you back if eager to make a sale. There are also large supermarkets and western fast-food chains available anywhere around the City.

Beaches and Swimming

There are several beach resorts around Cebu city and some other beautiful white sand beaches and nearby islands around the province of Cebu. For information on how you can go to any of these places, just approach our admin staff. They will be more than willing to assist you with your travel arrangements.

Local Weather Conditions

The climate in Cebu is very tropical-like, with three distinct seasons: Hot from March through May, Rainy from June through October, and Cool from November through February. Average daily temperatures throughout the year are around a warm and pleasant 27°C. Even in the rainy season, the rainfall is brief and the rest of the day is normally clear and sunny.

As this description is an average, we highly recommend that you check current weather conditions prior to departure to assist you in your travel preparations.

Get Acquainted!

Before your arrival, we highly recommend you purchase a descriptive guide book or do some online research to familiarize yourself and get acquainted with the Philippines and all it has to offer. For more information on the Philippines and the city of Cebu, we recommend the following sites:

Lonely Planet Online :

www.lonelyplanet.com/destinations/south_east_asia/philippines

Living Asia : www.livingasiachannel.net

Wow Philippines : www.wowphilippines.cebucity.com

Wow Cebu : www.wowcebucity.com

Lakbay.net : www.lakbay.net/dot/cebu.html