

## **Location and Course Information**

### **Madrid, Spain**

#### **Final Payment**

Your final payment balance should be paid directly to the Madrid centre one month before your course date, or as soon as you have had your deposit confirmed if there is less than one month left before your course starts. If you need assistance with this, please email [info@ebc-tefl-course.com](mailto:info@ebc-tefl-course.com)

You have the following options for final payment.

1. Cash on arrival is NOT an acceptable method of final payment and is only accepted under unusual circumstances. If you feel that your case warrants an exception to this policy, email us immediately at [info@ebc-tefl-course.com](mailto:info@ebc-tefl-course.com) and we can review your situation. If you fail to gain a special exemption beforehand, cash payments will be charged an additional 10 percent handling fee.
2. **Credit Card Payment for your final payment:** Go to our web page at [http://www.ebc-tefl-course.com/application/application\\_payment.shtml](http://www.ebc-tefl-course.com/application/application_payment.shtml) and follow the instructions. We will respond within 1 working day to confirm the receipt of your final payment.
3. **Bank Transfer for your final payment:** Go to our web page at [http://www.ebc-tefl-course.com/application/application\\_payment.shtml](http://www.ebc-tefl-course.com/application/application_payment.shtml) and follow the instructions. We will respond as soon as the transfer is received.

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

4. We apologize for repeating ourselves but cash on arrival is NOT an acceptable method of final payment. If you do not gain our approval beforehand by sending us an email at [info@ebc-tefl-course.com](mailto:info@ebc-tefl-course.com), your cash payment will be charged an additional 10 percent handling charge.

Unless you are instructed otherwise by the local contact, you will be making your final payment by Credit Card.

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 Monday, you must gain permission from [admin@teflintl.com](mailto:admin@teflintl.com) to remain on the course.

**Air Ticket: Please note that a cheap air ticketing facility is available to our trainees. If you require any further assistance with this please contact [admin@teflintl.com]**

#### **Visa and Passport Information**

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

Visitors to Spain from:

All European Union countries, Iceland, Norway and Switzerland can stay in Spain indefinitely regardless of purpose.

Visitors to Spain from:

Andorra, Anguilla, Argentina, Australia, Bermuda, Bolivia, Brazil, British Virgin Islands, Brunei, Bulgaria, Canada, Cayman Islands, Chile, Costa Rica, Croatia, El Salvador, Falkland Islands, Guatemala, Honduras, Hong Kong (SAR), Israel, Japan, Korea (Rep), Liechtenstein, Macau (SAR), Malaysia, Mexico, Monaco, Montserrat,

New Zealand, Nicaragua, Panama, Paraguay, Romania, St Helena, San Marino, Singapore, Turks & Caicos Islands, United States of America, Uruguay, Vatican City and Venezuela,

can stay in Spain for a maximum of 90 days without a visa, and this can easily be extended. Citizens from all other countries should contact their local Spanish consulate to obtain current travel regulations.

For more information on obtaining visas please check with your local Spanish consulate or embassy.

*\*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.*

## Working in Spain

If you are planning on seeking work in Spain, please bring along your original or copies of your diploma and transcripts from College, Technical School or High School, as well as a copy of your birth certificate.

TEFL International has been very successful in assisting our course graduates locate teaching job opportunities and vacancies.

## Transportation upon Arrival

### *Metro/subway/underground from Barajas Airport to downtown Madrid:*

The Barajas Airport Metro station is situated in Terminal 2. Trains leave about every 5 minutes from 6.00 a.m. to 2.00 a.m. Line 8 goes straight to the Nuevos Ministerios Metro station in the centre of Madrid. Journey time is about 12 minutes. Consider buying a 10-trip ticket, "Metrobus", costing just over 6 Euros. (about 7 US Dollars) You can use it in the Metro and on red city buses.

### *Bus from Barajas Airport to downtown Madrid:*

An airport bus runs between all the Barajas terminals and the Plaza Colón in downtown Madrid. There are several stops en route to Plaza Colon. At Colón the bus terminal is underground, beneath the main plaza, and connects with the Colón Metro station. Buses run in either direction about every 10-20 minutes between 4.45 a.m. and 1.30 a.m., daily, and the journey should take between 45 minutes and one hour, depending on the traffic. A single ticket costs about €2,50 (about 3.10 US Dollars)

### *Taxis*

There are plenty of taxis immediately outside the arrival area in the official taxi ranks. There is a huge sign on the airport terminal wall near each taxi rank that indicates how the taxis operate and how much they cost. Official taxis are white with a red stripe on both sides. The cost of a trip downtown will be about 25 Euros (about 30.00 US Dollars). DO NOT go with people who walk up to you and offer you a taxi, they are not licensed and are not insured to take passengers.

### *Private Transfer:*

Ask your accommodation agency if they can arrange airport pick up. The cost for this will vary depending on your final destination. The cost for this is usually about 50 Euros (about 60 US Dollars).

## Recommended Accommodation in Madrid

Accommodation in Madrid is self-arranged in order to keep your cost down and let you choose accommodation that best suits your requirements.

For more details of our suggested accommodation options please refer to web page:

[http://www.ebc-tefl-course.com/travel/accommodation\\_Madrid.shtml](http://www.ebc-tefl-course.com/travel/accommodation_Madrid.shtml)

## **COURSE ADMINISTRATIVE INFORMATION**

## Training Course Schedule

The course runs, full-time over 4 weeks. Course hours are: Monday, Tuesday and Wednesday - 10 a.m. to 5 p.m. with one hour for lunch, Thursday and Friday - 10 a.m. to 1 p.m. followed by teaching your 1 hour class during the afternoon. Once you get to the course, you will be given a detailed course timetable and your teaching practice schedule.

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 may be an additional fee for rescheduled TP classes.

## Course Dress Requirements

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

There are specific dress requirements for teaching practice sessions 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 boots, sneakers or flip-flop sandals.

### Men:

Long pants with the exception of jeans. Short or long-sleeved shirts with a collar (a tie is not required). Loafers or dress shoes are acceptable (no sandals, boots or sneakers). 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 (especially 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 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 has some 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 most stationery stores in Madrid.

A photocopying machine and printer are available for use by all trainees without charge up to a limit of 100 sheets.

## TRAINEE COURSE FEEDBACK SESSIONS

There will be trainee feedback sessions during the course. These sessions give trainees the opportunity to provide feedback regarding anything to do with the course. 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 Course Director or the Academic Director at any time. Of course, we welcome all positive comments as well!

## Problems and Complaints

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

If any trainee has a complaint about any aspect of the course or about any of the trainers, please see the Course Director.

## ADDITIONAL INFORMATION

### Internet Facilities

We have free WIFI internet connection throughout the training centre. Please note that you MUST bring your own portable PC in order to use the WIFI internet connection. We do not provide internet PCs in order to avoid conflicts over their use. There are plenty of internet cafes that cost between 1.5 to 3 Euros per hour (1.80 to 1.30 US Dollars).

### In-town Transportation

Central Madrid is a great place to tour on foot, but like all capital cities it is large, so if you want to go further afield use the public transport.

Public transport in Madrid is generally safe and efficient, the "Metro" (Subway/Underground) is the easiest to use. It has a wide network that serves both central and outlying Madrid. There is also an extensive city run bus service and commuter rail service. There are also plenty of taxis which. You can easily get to our TEFL course training centre by public transport. Once you are settled in we recommend that you buy a 1 month "Metrobus" pass for central Madrid (Zone "A"). This costs about 39 Euros (about 48 US Dollars) and gives you unlimited use of the Metro, red public bus system and the Renfe commuter rail service during the month.

### Shopping

Madrid has probably the best shopping areas in all of Spain. There are many areas containing malls and shopping districts full of different types of stores.

Unless you are in a street market where you may be able to haggle prices, the cost of items in stores is as marked.

Warning 1: Shopping areas are always full of tourists and therefore pick-pockets so watch your purse or wallet.

### Mountain life

About one hour to the north of Madrid by train is the Guadarrama mountain range. The highest peak is Peñalara that rises up to 2,430 metres (about 7,500 feet). You can go hiking or climbing, visit the national parks, go horse-back riding or simply take in the breathtaking views over the state of Madrid.

### Skiing

The Guadarrama mountains are Madrid's ski vacation home. There are two main ski stations, Puerto de Navacerrada and Valdesqui in operation from December through to March. Snow is generally good and ski stations have snow machines as well, just in case the usual metre of snow doesn't all arrive on time. If you're a real die-hard you can ski all year long in Europe's largest in-door slope located in the Xanadu mall in Arroyomolinos, a suburb of Madrid about 10kms south of the city centre.

### Beaches and Swimming

Madrid has lots of outdoor public pools that are open all summer and have very good facilities. Entry for a full day is about 3 Euros. The nearest beaches are in Valencia, but with the near health spa quality of the outdoors pools in Madrid - well it's up to you!

### Local Weather Conditions

Quick guide:

- Winter - cold (0° to 10° C);
- Spring - pleasant (10° to 25° C);
- Summer - dry desert type heat (25° to 40° C);
- Fall/Autumn - pleasant (10° to 25° C).

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.

Check the current Madrid weather forecast here:

<http://weather.cnn.com/weather/forecast.jsp?locCode=LEVS>

### 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 Madrid and all it has to offer. For more information on Spain and the city of Madrid, we recommend the following site:

Time Out      <http://www.timeout.com/travel/madrid/intro.html>

Should you have any additional questions, please do not hesitate to contact us. We are available at:

Email:            [admin@teflintl.com](mailto:admin@teflintl.com)  
Yahoo Chat:      teflinternational  
MSN Chat:        [teflinternational@hotmail.com](mailto:teflinternational@hotmail.com)

Toll Free USA/Canada:      1-888-393-4015  
Toll Free UK:                0800 8456 719  
Telephone:                  (+34) 91 555 3975

We look forward to welcoming you to the beautiful city of Madrid, Spain!

Best Regards,

Rimson  
TEFL International,  
[admin@teflintl.com](mailto:admin@teflintl.com)  
<http://www.teflintl.com>