



## Location and Course Information Kathmandu, Nepal

The following contains very important information about your course and travelling to Nepal. Please ensure you read it thoroughly and keep it for future reference. Although we have tried to provide you with as much information as possible in order that you can prepare yourself comfortably for your journey to Nepal, we do recommend that you purchase a guide book of your own, and/or conduct your own research prior to your trip. Of course, if you have any queries at all, please remember that we are here to help and that you can contact your Course Administrator, Veswengol GC, at any time on [nepal@teflife.com](mailto:nepal@teflife.com)

### Deposit

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

### FINAL PAYMENT

Final payments must be received by first break on the first day of the course. Cash on arrival is NOT an acceptable method of payment.

You have the following options for final payment:

**Pay by credit card** either before or upon arrival. Go to our secure server at **HYPERLINK** "<https://www.teflife.com/payments.html>" <https://www.teflife.com/payments.html> and follow the instructions. You will only need to fill in your name, email address and credit card details in the billing section. We will usually respond within 12 hours confirming receipt of payment.

**Pay by personal check** to:

TEFL International  
1200 Belle Passi Rd  
Woodburn, OR 97071 USA

*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.

**Pay by bank transfer:**

Bank of America  
Routing No. 02600959-3  
Swift Code BOFAUS6S  
Account No. 004541342524 FOR WIRE IN ONLY

CREDIT: TEFL INTERNATIONAL  
Bank of America, N.A.  
110 South Pacific Hwy  
Woodburn, OR 97071  
Tel. No. 503 982-2265

The bank transfer should be sent in US DOLLARS. Your local bank should convert the currency. IF THIS IS IMPOSSIBLE they can ask for other instructions at HYPERLINK "mailto:applications@teflife.com" [applications@teflife.com](mailto:applications@teflife.com)

Please arrange to send the bank transfer 2 weeks before the course start date. Kindly send us a scanned copy of your bank receipt at HYPERLINK "mailto:applications@teflife.com" [applications@teflife.com](mailto:applications@teflife.com). Please do not forget to bring and show the bank receipt to the course administrator upon arrival at the training center.

IMPORTANT: As previously stated, 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 HYPERLINK "mailto:applications@teflife.com" [applications@teflife.com](mailto:applications@teflife.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.

## **ACCOMMODATION**

We can book accommodation for you in our preferred hotels in Kathmandu. You are, of course, more than welcome to make your own accommodation arrangements.

### **Accommodation - Cost**

We can offer you a range of prices, according to the standard of hotel and the type of room you would like to book. Prices for a Basic Option hotel start at \$200 per month (for a single, non-AC room). Prices for a Standard Option hotel start at \$360 per month (for a single, non-AC room).

#### *Please note*

- Rates for the Basic Option exclude Government tax of 13%
- Rates for the Standard Option exclude Government tax of 13% and a 10% service charge

### **Accommodation - Description**

Typically, a room in either a Basic or Standard Option hotel will have single, double or twin beds, a wardrobe, a small desk, and a private bathroom with shower. Some rooms may have a TV. All rooms have hot water. The difference between the Basic and Standard options is predominantly the facilities the hotel offers, and the general standard of the hotel, although we are happy with the cleanliness and standard of all hotels we accommodate you in.

### **Accommodation – Facilities offered**

All hotels have a restaurant, room service, laundry, room cleaning, and all have at least one outside space area (a garden, balcony, or roof terrace). Some have internet services and Wi-Fi. Your Course Administrator will send you all these details.

### **Accommodation – How and When to Pay**

We will book your accommodation for you, but all payments are made directly to the hotel. You can pay by cash or credit card either on arrival or on departure.

### **Accommodation – Distance from the training center**

Some of the accommodation is a 15 minute walk from the center. Some are a little further away - about a 30 minute walk. Details will be sent to you by your Course Administrator.

## **ARRIVAL INFORMATION**

We hold an orientation session at 4pm on the Sunday before your course starts. We therefore recommend that you arrive in Kathmandu by Sunday afternoon in order that you can familiarize yourself with your surroundings and at least un-pack your bags before orientation.

All the hotels we use for your accommodation provide free airport pick-up services. You will therefore be met by a driver at the airport and be taken directly to your hotel. Your Course Administrator will send you more detailed information about your arrival arrangements and the orientation session two weeks prior to your course start date.

## **VISA and PASSPORT INFORMATION**

At the time of writing all visitors to Nepal (excluding Indian nationals), require a visa. Tourist visas can be obtained on arrival at the airport for every Nationality other than Chinese, or at most

overland borders. Please note your passport should have at least six months validity remaining on arrival in Nepal.

#### For visas on arrival at Tribhuvan International Airport

These guidelines are for 60-day tourist entry visas. If you are planning to obtain any other kind of visa, you will need to check your own country's embassy website or the Nepal immigration website <http://www.viewnepal.com/immigration/> for the requirements.

For a 60-day tourist visa on arrival you will need:

- i) A completed application form. Application forms are available from the desk in the arrivals hall. (You may also be able to download an application form in advance from your own country's Nepali Embassy website.)
- ii) \$30 in cash. Some other major currencies are accepted, but it is easier to bring your visa fee in US Dollars.
- iii) One passport sized photograph. You can obtain this at the arrivals hall if you do not have one, but it will save you time to bring one with you.

#### Tourist visa extensions

Tourists can stay in Nepal for up to 150 days in one calendar year (01 Jan-31 Dec). Extensions to your tourist visa can be obtained at the Immigration Office in Kathmandu. A 30-day visa extension currently costs \$30.

### **TRAINING CENTER**

#### **Location of training centre**

We are hosted at Ramkuti-4, 1<sup>st</sup> Floor, next building to FedEx (Courier Service), Kamaladi, Kathmandu. It is about 20 minute distance walk from the hub of Thamel, which is the centre for most of the tourists in Kathmandu.

### **TRAINING**

#### **Training course schedule**

Class-time is generally from 1:30 pm to 7:00 pm, six days a week, Sunday to Friday with breaks in the between the classes. A typical day in the classroom consists of four one and a half hour 'inputs'. Approximately 6-8 days will be spent preparing for and undertaking your teaching practice sessions. Course timetables will be distributed during the first input on the first day of the course.

Trainees are expected to attend all input and other sessions included on the timetable unless they are sick and require medical treatment, or in the case of any other unavoidable circumstance. 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. Trainees will be expected to make up any missed inputs by either completing assignments set by the Trainer, or, in some cases, re-taking the input at a time outside timetabled hours ie. in the evening or at the weekend. In this case there will also be an additional fee.

#### **Trainers and Staff**

- Kamal Poudel is your Lead Trainer.
- Hemanta Raj Dahal is your 2<sup>nd</sup> Trainer and Program Manager.
- Veswengol GC is your course Administrator.

We look forward to meeting you at the orientation session, where we will get a chance to find out a little bit more about each other!

#### **Teaching practice**

Your teaching practice will be conducted in a range of local Government and private primary and secondary schools, and in some instances we may be teaching at orphanages/colleges/other institutions.

#### **Dress requirements**

There are no specific dress requirements for the input session held at the training center. We do, however, ask you to be respectful of the country that you are in and ask you to dress in a modest fashion (no miniskirts, short shorts, low-cut tops etc.). For teaching practice you will be expected to dress in a smart and respectable manner. Please remember that you are representing not only yourself, but TEFL International *and* your country as well.

For women: Shoulders and knees should be covered. No low-cut tops, short skirts or bare midriffs. Trousers are acceptable. Open toed shoes are acceptable, however flip-flops/thongs, hiking boots and trainers are not.

For men: Long trousers only (no three-quarter length trousers). No jeans. Short or long-sleeved shirts with a collar are acceptable. A tie is not essential. Smart dress shoes or loafers are acceptable. Trainers, sandals, hiking boots or flip-flops/thongs are not.

## **TRAINEE FEEDBACK SESSIONS**

There will be a trainee feedback session at the end of the course, and we try to schedule a mid-course feedback session as well. These sessions are aimed at giving trainees the opportunity to provide feedback regarding anything to do with the course, accommodation, 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. In addition to this it is a requirement that trainees complete an online feedback questionnaire at the end of the course. Although there are scheduled feedback times, please feel free to give feedback to any member of staff at any time. We want to make your experience as enjoyable as possible, so please do talk to us if there is something we can do to improve your experience.

## **LIVING COSTS**

You will find living costs in Kathmandu to be very cheap. Here is a guideline to what you can expect to be paying for some common amenities:

Food & drink: A meal in a Nepali-style restaurant will cost you around \$1-2 plus drinks. A meal in a Western-style restaurant will cost you around \$4-6 plus drinks. Please note service charges and local taxes amounting to almost 25% are added to bills. One of the cheapest ways to eat is to buy food from bakeries and grocery stores, which are abundant in Kathmandu.

Laundry: An average price for laundry is 50 rupees (\$0.75) per kg. Usually it will be ready the next day. If your hotel offers a laundry service rates will be outlined on the hotel information sheet.

Internet: Internet costs vary but you can find rates for as little as 30 rupees (\$0.50) per hour.

Housing: Guesthouse rooms can be found for as little as \$2 per night. A private apartment in a residential area of town can be found for as little as \$100 per month.

Transport: There is no easy way to detail the costs of taxis and rickshaws as most of the time you will have to bargain hard! A taxi ride from the airport to Thamel should cost no more than 250 rupees (\$4). Taxis are inexpensive, but try to walk outside of the touristy areas to get a taxi, as you will get a better deal. It is always worth asking the driver to go by the meter, although most will not agree!

## **COMMUNICATIONS**

### **Internet access**

WiFi is available at the center, so please feel free to bring your laptops. There are numerous internet cafes around Kathmandu, particularly around the Thamel area, which is a very short walk from all our accommodation options. Your hotel may also offer either internet access or even Wi-Fi.

### **Post**

You can have post sent to the school address, as detailed below:

NAME (Surname in CAPITALS)  
TEFL International  
G.P.O. Box 24265  
Kathmandu  
Nepal

### **Telephone services**

Incoming: You may be able to receive phone calls at your hotel. Please ask them for details about this option on arrival. It will be possible to receive emergency phone calls at the school. The number is +977-1- 425 9244.

Outgoing: There are numerous communications centers where you can make outgoing phone calls – both internationally and locally. International calls cost from 20-30 rupees (\$0.50) per minute to a landline or mobile. Internet phones are really which costs around 3-5 rupees (\$0.04-\$1), it is

almost like you talking on the Skype, but you don't have to use a computer/Internet. SIM cards can be purchased from around \$8. Please note that the mobile networks in Nepal are not all that reliable. You may need to be patient! If you are planning to buy a SIM card to send text messages or make international phone calls, you should check before purchasing one to ensure you will actually be able to do this. Please ask us for more help with this once you are here. You may also be required to provide a passport sized photograph when you purchase a SIM card in Nepal. If you are planning to bring your mobile phone with you from home, it is always a good idea to contact your Network provider/phone company in order to ensure your phone will actually work abroad.

## **MONEY MATTERS**

There are many ATMs and money changers all over Kathmandu which accept all major credit cards. You can also have money sent using Western Union or MoneyGram services, should you need to.

## **LOCAL TRANSPORTATION**

Most local journeys in Kathmandu can be taken on foot, however some people prefer to take a taxi or a cycle rickshaw. Both are inexpensive. Please ask us for more help with taxi fares once you arrive. There are also local buses and electric/L.P.G. gas 'mini-buses'. Some people like to hire a mountain bike for the duration of their stay (please ask us for more help with this on your arrival, if you are interested. Mountain bikes can be hired for around 100 rupees/\$1.75 per day).

## **MEDICAL MATTERS/FIRST AID**

Please help us to help you by telling us immediately if you have any health concerns, or if you start to feel unwell. We will, of course, help you with visiting doctors, hospital and pharmacies should this be necessary. At the time of writing there are no official immunization requirements for Nepal, but we advise that you visit your Doctor/Health Worker to discuss this in more detail prior to your departure. Obviously if you are planning any onward travel you will need to check each Country's immunization requirements too.

## **INSURANCE**

It is strongly recommended that you purchase travel insurance to cover theft, loss, and medical costs. Please spend some time researching this before your trip. If you are planning on going trekking or taking part in outdoor activities such as rafting/bungee jumping, please read your insurance terms carefully as some policies do not cover for accidents/injuries occurring at the time of, or as a result of, such activities.

## **CLIMATE**

These guidelines outline the seasons and weather patterns in Kathmandu. Nepal has a huge elevation range and the weather is therefore hugely variable from one area to the next (depending upon its elevation). If you are planning to do any travelling or trekking either before or after your course, we strongly recommend you look into the weather conditions for where you are planning to go before making your arrangements.

- Autumn (late September to late November)
  - Generally clear and dry
  - 13-27 degrees Celsius
  - This is the most popular time for trekking
- Winter (December and January)
  - Generally clear and can be misty
  - 8-19 degrees Celsius
- Spring (February to mid-April)
  - Warmer weather
  - 10-28 degrees Celsius
  - This is the second most popular time for trekking.
- Pre-monsoon (mid-April to June)
  - Increasingly warm weather and levels of humidity
  - 12-30 degrees Celsius
- Monsoon (mid-June to mid-September)
  - 19-28 degrees Celsius

## COMPLAINTS PROCEDURE

If anybody has a complaint about any aspect of the course or about any of the staff members, you can either talk to a member of staff at the center (if you feel comfortable doing so), or you may email our Customer Complaints team on [applications@teflife.com](mailto:applications@teflife.com)

## USEFUL WEBSITES

Visas Information: [www.viewnepal.com/immigration](http://www.viewnepal.com/immigration)

Weather in Nepal: [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather), [www.nepalhomepage.com/hotlinks/weather](http://www.nepalhomepage.com/hotlinks/weather)

Travelling in Nepal: [www.lonelyplanet.com/worldguide/nepal](http://www.lonelyplanet.com/worldguide/nepal), [www.visitnepal.com](http://www.visitnepal.com),  
[www.nepalvista.com](http://www.nepalvista.com), [www.welcomenepal.com](http://www.welcomenepal.com),

***Contact us should you have any other questions or concerns.***

Email: [applications@teflife.com](mailto:applications@teflife.com) or Live Call/Live Chat at [www.teflife.com](http://www.teflife.com)

***Thank you for choosing TEFL International!***

***We look forward to welcoming you to the fascinating country of Nepal!***

## FREQUENTLY ASKED QUESTIONS Kathmandu, Nepal

### 2. What is the cost of the programme?

Total : US\$ 1,390  
Comprised of : US\$ 500 non-refundable deposit  
US\$ 890 final payment

### 3. What does the course fee include?

Tuition, course materials, and certification fees.

### 4. What costs are not included within this course fee?

Accommodation, airfares, food costs and personal expenditure costs incurred in the evenings and weekends are not included.

### 5. How do I pay for the course?

By this stage, you should already have paid the US\$ 500 deposit either online by credit card or via bank transfer.

*Important:* If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter and make your deposit payment immediately.

You have the following options for final payment:

A. 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 [applications@tefllife.com](mailto:applications@tefllife.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.

B. Pay by credit card either before or upon arrival.

a. **Credit card before arrival:** Go to our secure server at <https://tefllife.com/payments.html> and follow the instructions. You will only need to fill in your name, email address and credit card details in the billing section. We will usually respond within 12 hours confirming receipt of payment.

b. **Credit card on arrival:** Your Course Administrator will guide you through this procedure should you choose this option.

C. 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.

D. Pay by bank transfer:

Bank of America  
Routing No. 02600959-3  
Swift Code BOFAUS65  
Account No. 004541342524 FOR WIRE IN ONLY

CREDIT: TEFL INTERNATIONAL

Bank of America, N.A.

110 South Pacific Hwy  
Woodburn, OR 97071  
Tel. No. 503 982-2265

You should send in US DOLLARS. Your local bank should convert the currency. If this is impossible, please ask for other instructions at [applications@teflife.com](mailto:applications@teflife.com).

Please arrange to send the bank transfer 2 weeks before the course start date. Kindly send us a scanned copy of your bank receipt at [applications@teflife.com](mailto:applications@teflife.com). Please do not forget to bring and show the bank receipt to the course administrator upon arrival at the training center.

#### **6. How do I book my accommodation?**

We can book accommodation for you in our preferred hotels in Kathmandu. You are, of course, more than welcome to make your own accommodation arrangements.

#### **7. What is the accommodation like?**

Typically, a room in either a Basic or Standard Option hotel will have single, double or twin beds, a wardrobe, a small desk, and a private bathroom with shower. Some rooms may have a TV. All rooms have hot water. The difference between the Basic and Standard options is predominantly the facilities the hotel offers, and the general standard of the hotel, although we are happy with the cleanliness and standard of all hotels we accommodate you in.

#### **8. What facilities do the hotels offer?**

All hotels have a restaurant, room service, laundry, room cleaning, and all have at least one outside space area (a garden, balcony, or roof terrace). Some have internet services and Wi-Fi. Your Course Administrator will send you all these details.

#### **9. How much does the accommodation cost?**

We can offer you a range of prices, according to the standard of hotel and the type of room you would like to book. Prices for a Basic Option hotel start at \$200 per month (for a single, non-AC room). Prices for a Standard Option hotel start at \$360 per month (for a single, non-AC room).

*Please note*

- Rates for the Basic Option exclude Government tax of 13%
- Rates for the Standard Option exclude Government tax of 13% and a 10% service charge

#### **10. How and when do I pay for the accommodation?**

We will book your accommodation for you, but all payments are made directly to the hotel. You can pay by cash or credit card either on arrival or on departure.

#### **11. How far is the accommodation from the training centre?**

Most of the accommodations are about a 20 minute walk. Details will be sent to you by your Course Administrator.

#### **12. Are there any catering facilities at the school?**

There is a very simple kitchen area on the premises, which has hot and cold water supplies. There are many local shops to buy snacks from.

#### **13. What is an average program day like?**

Class-time is generally from 1:30 pm to 7:00 pm, with breaks in between the classes. A typical day in the classroom consists of four one and a half hour 'inputs'. Approximately 6-8 days will be spent preparing for and undertaking your teaching practice sessions. Course timetables will be distributed during the first input on the first day of the course.

#### **14. Who are my trainers?**

- Kamal Poudel** is your Lead Trainer.
- Hemanta Raj Dahal** is your 2<sup>nd</sup> Trainer and Program Manager.

We look forward to meeting you at the orientation session, where we will get chance to find out a little bit more about each other!

**15. How many students on average are in the program each month?**

We are a new centre and it therefore difficult to give a good indication, however our group sizes do tend to be small. However, our centre can accommodate up to 18 trainees. Most of the participants come from native English-speaking countries (America, UK, Canada or Australia), although we do accept non-native speakers of English who have a high proficiency in the English language.

**16. What are the teaching practice students and classes like?**

Teaching practice will be conducted in local Government or private primary and/or secondary schools, and in some instances we may be teaching at orphanages/colleges/other institutions.

**17. Any dress code requirements?**

There are no specific dress requirements for the input sessions held at the training centre. We do, however, ask you to be respectful of the country that you are in and ask you to dress in a modest fashion (no miniskirts, short shorts, low-cut tops etc.). For teaching practice you will be expected to dress in a smart and respectable manner. Please remember that you are representing not only yourself, but TEFL International *and* your country as well.

**For women:**

Shoulders and knees should be covered. No low-cut tops, short skirts or bare midriffs. Trousers are acceptable. Open toed shoes are acceptable, however flip-flops/thongs, hiking boots and trainers are not.

**For men:**

Long trousers only (no three-quarter length trousers). No jeans. Short or long-sleeved shirts with a collar are acceptable. A tie is not essential. Smart dress shoes or loafers are acceptable. Trainers, sandals, hiking boots or flip-flops/thongs are not.

**18. Do I need to bring any equipment?**

The only equipment you will need to bring is a notebook, and of course your laptop if you wish. There are local stationery shops at which you can purchase a notebook, so you don't even need to bring this with you. Your coursebook will be provided for you. You will be required to make your own materials for your teaching practice sessions, however we will provide you with all the necessary stationery for this.

**19. How can I access the Internet?**

Internet is available at the centre, so please feel free to bring your laptops. There are numerous internet cafes around Kathmandu, particularly around the Thamel area, which is a very short walk from all our accommodation options. Your hotel may also offer either internet access or even Wi-Fi.

**20. Can I use my ATMs and credit cards in Kathmandu?**

There are many ATMs and money changers all over Kathmandu which accept all major credit cards. You can also have money sent using Western Union or MoneyGram services, should you need to.

**21. What's the public transportation system like?**

Most local journeys in Kathmandu can be taken on foot. However, some people prefer to take a taxi or a cycle rickshaw. Both are inexpensive. Please ask us for more help with taxi fares once you arrive. There are also local buses and electric/L.P.G gas 'mini-buses'. Some people like to hire a mountain bike for the duration of their stay (please ask us for more help with this on your arrival, if you are interested).

**22. What's the climate like?**

These guidelines outline the seasons and weather patterns in Kathmandu. Nepal has a huge elevation range and the weather is therefore hugely variable from one area to the next (depending upon its elevation). If you are planning to do any travelling or trekking either before or after your course, we strongly recommend you look into the weather conditions for where you are planning to go before making your arrangements.

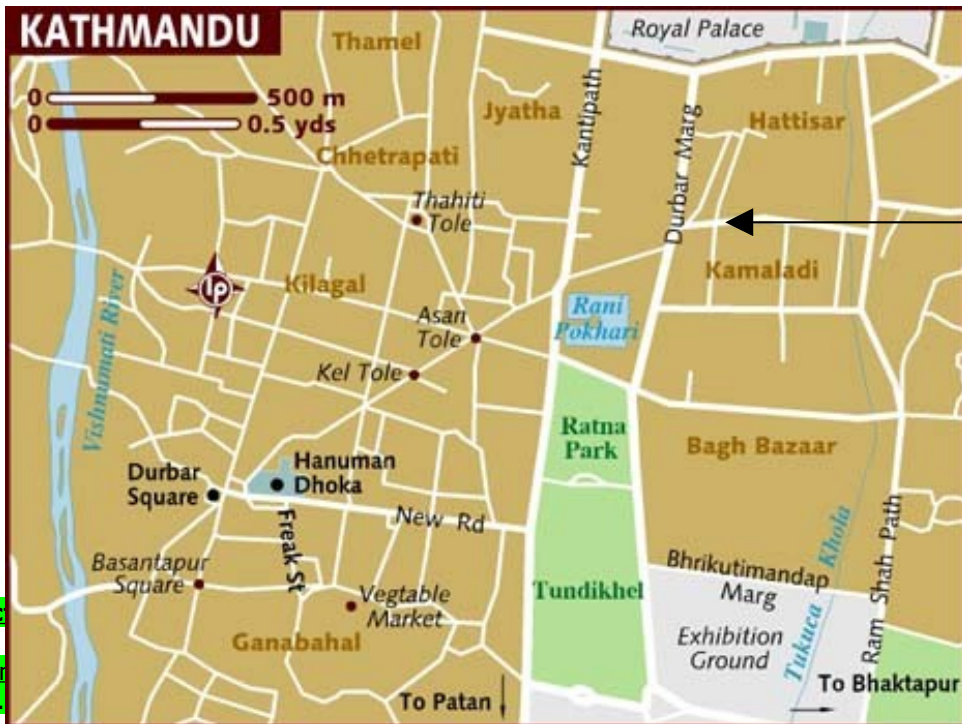
- Autumn (late September to late November)

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***Contact us should you have any other questions or concerns.***

Email: [applications@teflife.com](mailto:applications@teflife.com) or Live Call/Live Chat at [www.teflife.com](http://www.teflife.com)

### Map and directions to our centre



**Directions**

**Walking**

1. From the middle of the city which any local will be able to guide you to.
2. On the right side of the Clock Tower, there is a road going down which is the Kamaladi road.
3. When you walk the down the road for about 30 meters, you will come to a building with Singapore Airlines, right at that point take a right turn to the dirt road and walk to the end of the road.
4. You will see a signboard with TEFL International on the right. We are on the First floor.
5. Welcome to TEFL International!

**Contact us should you have any other questions or concerns.**

Email: [applications@teflife.com](mailto:applications@teflife.com) or Live Call/Live Chat at [www.teflife.com](http://www.teflife.com)

**Thank you for choosing TEFL International!**