



## **FREQUENTLY ASKED QUESTIONS Hangzhou-Shanghai, China**

### **1. What does the tuition for the program include?**

#### **Course Fee**

US\$ 500 - Non refundable deposit plus

US\$ 890 - Final payment (excluding accommodation), or

US\$ 1,020 - Final payment (including shared accommodation), or

US\$ 1,090 - Final payment (including individual accommodation)

#### **Total fees:**

US\$ 1,390 (deposit + final payment excluding accommodation)

US\$ 1,520 (deposit + final payment including shared accommodation)

US\$ 1,590 (deposit + final payment including individual accommodation)

This amount includes tuition, course materials, certification and moderation fees.

### **2. How do I pay for the course?**

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

Please note that 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@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.

You have the following options for final payment of tuition and accommodation fee:

- 1) Pay by credit card either before or upon arrival. Go to our secure server at <http://teflife.com/payment.html> and follow the instructions. You will only need to fill in your name, email address, credit card details and reason for payment in the billing section. We will usually respond within 12 hours confirming receipt of payment.
- 2) Pay by personal check to:

1. TEFL International  
1200 Belle Passi Rd  
Woodburn, OR 97071

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

3) 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

- i. 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).
- ii. 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.

**3. What kind of visa should I get? How do I obtain it and what do I need to know for the application?**

You need a Tourist visa for attending this course. You could obtain it from your local consulate or a travel agent. You could find your local consulate's website through google by typing in "Consulate General of the People's Republic of China in xxxxx" for example. As all the Chinese consulates state on their websites that "All regulations and costs are subject to change without notice" so there might be some new rules came out without notice, however, in general at the moment, for obtaining a Tourist visa you will need following documents prepared:

- 1) Visa application form
- 2) One recently taken 2X2 inch photo showing entire face and without a hat on. Please affix the photo to the application form.

- 3) Original passport with at least 2 blank visa pages and valid for at least 6 months beyond the date of application.
- 4) Former Chinese visa records (if any, together with their copies).
- 5) visa fee, depends on your nationality
- 6) our passport is valid for at least 6 month after arrival date.
- 7) a hotel reservation letter might be required. However, it depends on your nationality. If it's required, please email us at [Hangzhou-shanghai@teflife.com](mailto:Hangzhou-shanghai@teflife.com), so we can get it prepared and send it to you via email. If it requires contact info in China, you may use our school's info on the webpage.
- 8) If you would like to stay in China after the course, you may like to apply for a 60-day or 90-day visa, possibly with double entry or multiple entry.

#### **4. How many students on average are in the program?**

Small groups of 6 -- 10 is the usual size however the number may go up in summer. Most of the participants are American, British, Canadian or Australian, although we do accept non-native speakers of English who have a high proficiency in the language.

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

We offer English classes for Chinese students who are interested in improving their English language abilities. Trainees will be scheduled for observed teaching practice on or off site depending on students' circumstances. Chinese students are usually very well behaved in the classroom. They're interested and excited about learning English with a foreigner. Class sizes range from 10 to 25. Trainees will be teaching lessons of 30 to 50 minutes according to student's timetable.

#### **6. What is the program accommodation like, when can I check in?**

Rooms are Standard Local Apartments. Please do not expect your accommodation to look like a hotel. It is a very ordinary Chinese style apartment. Kindly remind you that it may be very different to what you are used to in your home country in terms of facilities and other things related. However, you're here to learn the various cultural and social differences, it is wise to be prepared.

Rooms are located in Chinese residential compounds. There are public bikes to be rent to get around. It takes about 20 minutes to walk to school. Shops and restaurants are close by. Daily necessities are available in the local supermarket. Each apartment is fully-furnished. It consists of 2 to 3 bedrooms, living room, TV, Internet access, closet, standard kitchen and shared bathroom with western toilet. Linen is provided, but you need to bring your own toiletries and towels. Trainees share a washing machine. You will need

to hang your clothes after washing and spinning. If you want to iron your clothes, you need to either bring your own iron or purchase one upon arrival.

Trainees can have your own single rooms or share a room. For July and August courses, only a limited number of single rooms are available, if you would like to get a single room please book early. Rooms are first come, first serve. If you sign up late for these two courses, there might be only shared rooms available. However, please check with us once you sign up. In other seasons (from Sep to Jun), single rooms are always available. Please note that couples, or boyfriends and girlfriends who are taking the same course together are given the option for shared accommodation at all times.

**Check in time:** 3pm to 5pm on Sunday prior to the starting of the course. Dinner is available at GLV cafeteria from 5pm to 6pm. Please go to reception and collect your name tags and keys upon arrival. If you arrive after 5pm, please inform us by email if you can. Exceptions are made for special cases and fees are charged to make sure that you can check in to your apartments. In case of an emergency, please email us to make special arrangements.

If you want to come to Hangzhou earlier. You can either email us and make special arrangements or you are welcome to check out the hostels and hotels in town. Link for hostels in China: <http://www.yhachina.com/>

**Check out:** Our courses run back to back. We will need to clean the room and prepare for the next group as soon as you finish. Therefore, trainees are required to check out the room by 3 PM on the last Friday of the course.

## **7. Where do I eat on and off campus?**

You may partake of meals at our host school in Hangzhou free of charge in exchange for attending their English Corner once a week, usually on Saturday mornings on the campus, and mingling with the students and speaking English with them when you are in the GLV cafeteria. The timing for the English Corner will be intimated to you during the Orientation Session. If you are unable to fulfil this requirement, meals are charged @ 7 Yuan per meal.

You should not chat with native English speakers and ignore Chinese students at your table. Mingling with the students gives them more contact with westerners, and allows you to learn more about Chinese speakers and the Chinese culture. Please note that they maintain a strict English-only speaking environment. (FYI: food in GLV varies and is clean with no MSG, including variety of Chinese food and some western food. 3 meals from Monday to Friday, lunch and dinner on Saturday and Sunday. Cooking on your own on campus may not be feasible, as you will be staying in a hotel room.

## **8. How much money should I bring with me for the course to pay for living expenses?**

During the four-week course you should have about \$350 - \$700 USD to cover general living expenses, such as food if you don't like to have meals in GLV and transportation, depending on your spending habits. Currency exchange can be easily done at any local bank. You are on your own on the weekends and will be informed, if there are any activities sponsored by GLV. Trainees can attend these activities for free.

## 9. Directions to get to TEFL International Hangzhou:

**Note:** Please print out the following address in Chinese to show a taxi driver to help you to get to school.

**Address in Chinese:**

地址：浙江省杭州市 萧山区南环路 1398 号，萧山电大图书楼，平和英语村

1) If you fly to Pudong International Airport in Shanghai:

A) Go to Terminal 1, walk out Gate 15, cross the road and go to the 2nd floor, there is a ticket office selling tickets for the Wulinmen Minhang Building in Hangzhou, ( 杭州武林门民航大厦 in Chinese ). The bus times are AM, 8:40, 10:10, 11:40. PM, 1:10, 2:40, 4:10, 5:50. The trip takes about 3hrs and costs 85RMB (about \$ 13 US). (Please note that if you arrive at Pudong after 5 PM, it might be too late to take this bus and you will need to use option B . Once you get off the bus in Hangzhou then take a taxi to our school from there. That costs about another 60RMB ( \$9 US).

B) You may take a shuttle bus (bus line # 7) from in front of the main terminal to Shanghai South Train Station from Pudong Airport, the bus leaves every 30 mins and costs 20 RMB (\$3 US). Then take a train to Hangzhou South Train Station (Hangzhou Nan Zhan, 杭州南站 in Chinese), the cost is about 65-70 RMB (\$10 US) for the train ticket. There are more than 20 trains to Hangzhou Southern Train Station per day. Then take a taxi to GLV school for 30 RMB (about \$4 US)

2) If you fly to Hangzhou International Airport, you may take an airport shuttle bus to Xiaoshan district, but get off at the Xiaoshan Government stop (Xiaoshan Zhengfu, 萧山政府 in Chinese), it costs 15 RMB(\$2.5 US) and then taxi to our school for 20 RMB (\$3 US).

3) If you take a train from another city in China, get a ticket to Hangzhou Southern Train Station (Hangzhou Nanzhan, 杭州南站 in Chinese), as it is closer to our school, then a taxi to GLV for 30 RMB (\$4 US). However, if you end up at the main Hangzhou Train Station, it will cost about 50-60 RMB by taxi to get to our school.

Please note that there is a special ticket booking counter at Shanghai South Railway Station for Foreigners with an English-speaking attendant. It is very easy to purchase your ticket and get directions for the gate number that your train is leaving from.

#### **10. What do I need to take for this 4-week TEFL course?**

Please know that you **MUST** have your passport with you for registration with us and our host school on the Sunday of your arrival.

Bring your laptop for lesson preparation, a watch or cell phone to time yourself when teaching and a MP3/4/iPod or any other device to record a 10-15-minute audio for one student when teaching one of the one-on-one sessions. You will also need a flash drive (USB disk) to have materials printed for your lessons.

As part of the course requirements you will need to prepare materials. Stationary items like coloured felt-tipped pens etc would be useful. These are easily available locally.

Enough sets of clothes. For men: Long dress pants, short- or long-sleeved button shirts with collar, a tie for teaching practice. Close-toed shoes and dark socks. Long hair must be tied back neatly. For women: dresses or skirts, blouses that cover the shoulders, tailored business trousers with appropriate tops. No low-cut necklines or spaghetti straps. No mini-skirts, see-through fabrics or bare midriffs. Makeup and hairstyles must be moderate. Please note that Jeans, shorts and flip-flops are **NOT** allowed during the teaching Practice time, which you will be informed.

#### **11. What do I need to know about working in China? What do I need to know about Chinese working visa?**

Finding employment is only difficult if you wait until the last day of the course to begin looking. Foreign English teachers are always in great demand at various institutions and schools around China.

We recommend you to locate teaching job opportunities and vacancies for future employment before or as soon as you start your course. You may set up interviews when you're in your home country and visit your interested schools or other organizations while completing the course. During the 4-week training, there is a class of 1 hr and half scheduled on the course to give you more information about ESL jobs and school information in China but you are solely responsible for preparing your own resume and setting up interviews to apply for a teaching position.

Most Chinese schools assist you to apply for a working visa. Some will pay for you to do a health check in order to apply for your working visa.

If you are planning on seeking work in China, please bring along your original diploma and transcripts from University, College or Technical School. Although a university degree is

not an absolute MUST for an English speaker to work in *some* organizations in some cities in China, any kind of documentation regarding your educational background or work experience will be useful, especially if you want to work in a decent institute. A TEFL certificate alone enables your future employer to get you a legal work visa in less developed areas (eg: relatively small cities). In cities like Shanghai, Beijing and Shenzhen, you must have both Bachelor's degree and TEFL certificate for your future employer to get you a legal work visa. Job prospects throughout China and Asia are very good and available for professionals of all nationalities though native speakers between 22 and 60 years old with equal qualifications are preferred.

### **12. What is the average salary like in China?**

The average salary's in China range greatly depending on different cities, local cost of living and how much you want to work. The average salary range from 4,000-15,000 RMB per month. However we have had graduates make as much 20,000 RMB per month. This varies depending on the type of schools, training institutions or company you work for and whether you work full-time or part-time.

### **13. Do most Chinese schools provide accommodations for their foreign English teachers?**

It depends on different schools. Some provide fully furnished apartment some give you an allowance every month if you choose not to take the provided accommodation.

### **14. Can I return to my own country and teach with my certificate?**

Yes, it's possible though the requirements for working in ESL or TEFL in many western countries are different and sometimes need graduate education in ESL or TEFL.

### **15. What are the average housing and living expenses in China?**

The cost of living in Hangzhou&Shanghai varies. For entertainment, food, transportation and daily activities it is very low. Housing in Hangzhou as in all major cities varies based on how close you live to the city centre. The average person in Hangzhou&Shanghai makes around RMB2000 (US\$250) while English teachers make around RMB10000 (US\$1300). On average a good lifestyle will cost about 3,500RMB to 5,000RMB per month depending on what your interests are.

### **16. What if I get sick in Hangzhou? Are there western-standard medical facilities?**

If you find yourself requiring medical attention, Hangzhou has numerous hospitals. There are two types Chinese hospitals and foreign hospitals. Chinese hospitals are

clean and affordable but can be very crowded. The foreign hospitals have an entirely foreign staff are extremely clean and efficient, but costly for sure.

### **17. What's the climate like in Hangzhou&Shanghai?**

The climate is similar to New York City. Autumn is the best season and is called the golden season by locals. Specific weather information can be found on the Internet (Dec, Jan and Feb are the coldest seasons in Hangzhou; the temperature would be as low as 1 or 2 Celsius degree. June, July and August are the hottest seasons. The temperature is between 25-35 degrees.) There are air conditioners in both classroom and your hotel room. Bring all your vitamins and whatever medicine you will need. While Chinese medicine is effective and plenty, it is hard to find what your western doctor has prescribed for you.

***Should you have any other questions or concerns  
please do not hesitate to contact us.***

***We look forward to seeing you in the fascinating city of Hangzhou!!***

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

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

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