

Location and Course Information **Florence, Italy**



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Course Costs:

1. Course Balance: 1190 euro (includes course materials and all photocopies and printing)

2. Course Deposit:

Once you have been formally accepted into the program, this non-refundable deposit is due in order to secure your spot on your chosen course date, provided that there is space in that session. As is made clear in the terms and conditions, this payment is in addition to the course balance fee.

Course Balance (1190 euro):

The total course balance is 1190 euro, and this must be paid in two installments. The first installment of 595 euro is due NO LATER THAN one month before your course start date. Should you not make the first installment payment, your spot could be forfeited to the next trainee on the waiting list. Please send proof of payment to enquiries@learningcentertuscany.com or fax +39 055 051 5418.

You can make this payment using the following methods:

- Pay via bank transfer. Please refer to your welcome email from the TLC office for complete bank information.
- Visa or Mastercard payment. If you would like to pay using this method, please fax us the PAN authorization form. This will be sent to you in your welcome email from TLC. If you would like a receipt sent to you, then include an email address that we should use for this purpose. Otherwise, you will receive the receipt on day one of the course when we meet you in person. Our fax number is +39 055 051 5418.

The final payment (remainder of course balance) is due on day 1 of the course.

PLEASE NOTE THAT ALL PAYMENTS ARE NON-REFUNDABLE.

You have the following options for final payment:

1. **Preferred method: Cash** Payment for the course should be made in **EURO** upon your arrival. The balance must reflect the most recent (same day) exchange rate. In order to calculate the exchange rate, you might use www.xe.com which is a reliable website. In addition, there are numerous exchange counters throughout the city, and we can help you locate one should you need assistance. Last, there are ATMs located throughout the city, and these will dispense Euro to you directly from your bank account. (Note: Some banks only allow a total daily withdrawal of between 200 - 500 Euro/day. Additionally, please check with your bank to inquire whether/how your bank card/PIN code will work in Italy.)
2. Pay by credit card either on or before arrival.

If you would like to pay with credit card (**Visa or Mastercard only**) upon arrival on the first day of the course, then please telephone your bank beforehand and make sure that your transactions do not have a limit. It is very possible that your bank will put a 500 euro credit card/bank card transaction limit per day.

3. Pay by wire/bank transfer. If you would like to pay by wire/bank transfer, please refer to the bank details sent to you in the welcome email.

If you have any questions about the payment process, please contact us at enquiries@learningcentertuscany.com. We will be happy to assist you in any way that we can.

On the first morning of the course, the administration will arrive early to handle final payments. All payments MUST be made the morning of the first day unless special arrangements have been made with the Course Director. Late fees of 25 Euro per day may be assessed if payment is not made.

If payments have not been received by the end of class on the Wednesday of the first week, you must gain permission from the Course Director to remain in the course.

Please note that all course fees are not refundable.

Visa and Passport Information

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

Visitors to Italy, provided that they stay no more than 90 days, from the following countries do NOT need a visa:

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Bulgaria, Canada, Chile, South Korea, Costa Rica, Croatia, El Salvador, Japan, Guatemala, Honduras, Israel, Malaysia, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, Romania, Singapore, United States of America, Uruguay, Venezuela.

Furthermore, all citizens of the countries included in the European Union, per the Schengen Agreement, do not need a visa to enter Italy. They do, however, need an identity document and we recommend they bring their passport as well.

All citizens from the Vatican City, Switzerland, and San Marino are not subject to a visa requirement in any case.

[Citizens from all other countries should contact their local consulate to obtain current travel regulations.](#)

[*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.](#)

If you have any questions, please feel free to contact us for help. However, TEFL International Tuscany does not, in any way, assume responsibility for any student's visa obligations.

Working in Italy and/or Europe

If you are planning to seek work in Italy, please make sure you have the necessary legal working documents which *may* include copies of your diploma and transcripts from your university, technical school and high school, as well as a copy of your birth certificate. We suggest that you call your local Italian consulate to inquire about working in Italy.

There are many job opportunities throughout Europe. However, depending on the particular location, obtaining a job within the community could be a complex and/or difficult process for non-EU residents, and may involve quite a bit of paperwork.

There is great demand for qualified TEFL teachers throughout the world. TEFL International provides the following services in this area:

- Contact information and details of local schools and vacancies
- Information regarding CV and interview preparation
- Access to our alumni database so that you can contact current teachers already working all over the world for advice, assistance or job leads
- TEFL International's Alumni Portal

TEFL International has been very successful in assisting our course graduates locate teaching job opportunities and vacancies. In fact, the TEFL International database has over 50,000 vacancies around the world advertised for you to browse at your convenience.

Transportation upon Arrival

Your accommodation will be available from the Saturday before the course begins, and your departure should be scheduled for the Saturday, the day after your course ends. We hope that you plan to arrive in Florence by Saturday as this will give you a chance to relax and get accustomed to your surroundings before the course begins. Florence is a very walkable city, which means that everything you need is right at your fingertips, and you will enjoy the chance to take in your surroundings and relax during your first weekend here.

Since Florence is a small city, it is quite easy to get from the Firenze Peretola International Airport to your housing accommodation. You can either take the bus from the airport to the city center (please remember to buy a bus ticket beforehand at the newsstand, or *tobaccaio*), or you can take a taxi directly from the airport to your accommodation. Provided that you have given us the details of your travel arrangements and have set a time for your landlord to meet you with the key to your building, you will be able to meet your landlord at your accommodation and he or she will hand you your keys. It is very important that you communicate with us regarding your travel arrangements so that we can accommodate you as much as possible.

Arrival in Pisa:

If you can't get a flight directly into Florence, then the airport in Pisa is the next best thing. There is a train which goes directly to Florence that you can get at the airport. The ride will be about 90 minutes to Florence, and it will leave you at the central Santa Maria Novella train station in Florence.

Arrival in Rome:

If you must arrive in Rome, we recommend that you either take a marked taxi from the airport to the train station (Roma Termini) or you can take the train that goes directly from the airport to Roma Termini. At Roma Termini, you will need to buy a train ticket to the central train station in Florence, *i.e.*, *Firenze - Santa Maria Novella*. The most direct, and quickest choice of train is the one called the Eurostar

or the new high-speed Silver Bullet train (most expensive), and the slowest (least expensive) in the Inter-city. Both types will get you to Florence, and the approximate cost will be between 14,00 Euro and 63,00 Euro. The journey by train is between 2 and 3 hours, approximately.

Arrival in Milan or Venice:

Please contact us directly if you plan to arrive in either of these cities. You may want to consult the following website:

http://www.travelplan.it/florence_guide_getting_there.htm

Private Transfer:

TEFL International is happy to arrange a private car service to greet you at the airport and transfer you directly to the school, or your apartment. Note that the cost of the service can vary greatly depending on the day/time of the request .

Payment for the service is not our responsibility. Please email us at enquiries@learningcentertuscany.com for more information.

Important Note:

Regardless of your arrival day and time, we ask that you assist us in preparing your travel arrangements via email.

Should you have any problems with transportation to Florence or meeting the driver, please feel free to call us at the contact numbers below:

School: +39 055 0515035

Course Director: +39 3478698517

Accommodation Details

Florence accommodation options: (Please give us your two top choices.)

A studio apartment in Florence. This option would be for our students who want their own complete privacy.

A private room in Florence. We have a few different locations in Florence itself for you to choose from, and you may or may not be placed with other students from TEFL International. Some of our apartments are also rented by Italian students or students studying abroad from other countries. You would have your own room, so you would have your privacy, while at the same time you would be able to share your experience with your roommate. You might even learn some Italian!

A shared room in Florence (limited availability). This is also a popular option—especially if you are coming to take the course with a friend or spouse. You will have a single bed (double in the case that you are with your spouse) in a shared room in the city. All apartments are furnished, and conveniently located in the city. This is also a good way to get to know another student in the area. TEFL International students will most likely be rooming together in this option, so you'll have someone with whom to discuss your lesson planning ideas or just go and take a coffee break!

Home-stay. Some students want the experience of staying with a host family. This option is for those who really want to experience the Italian lifestyle! While you will usually be very busy preparing lessons and teaching, you will have the chance to go home and eat an authentic Italian dinner nightly. If you have some knowledge of Italian, it's a great opportunity to practice! Notes: No overnight guests will be allowed. We will need to schedule a telephone call if you are interested in this option.

Accommodation prices **start** at 360 Euro per month, plus deposit.

Guest Policy

If you are interested in having guests stay with you (in apartment stays ONLY), you will be required to ask your landlord's permission, and there may be an additional fee. However, for security reasons, they should be a friend or relative that you have known for a long time and certainly not someone that you have just met during your stay.

Room Keys

If you lose your keys, you will be asked to pay a fee for the replacement cost.

Internet

There is wireless internet access at the school, and we have two computers in our school library available for our trainees. If you have your own wifi enabled laptop, then bring it with you and you'll be able to get online. **Please make sure to bring the appropriate power and/or plug converter/adaptor** in order for your computer to function properly in Italy. Having your computer with you will be of great help during the course - especially for lesson planning, but please note that computers are not welcome during in-class sessions: the temptation to go online is strong but very distracting for your fellow trainees *and* trainer.

Telephone Service

There may be a telephone set up in your apartment for your use, but calls in Italy are typically much more expensive than calls in other countries. Because of this, you might want to get a calling card to help eliminate any surprises at the end of the month. For emergencies only, you may use the phone at the school.

Phone cards can be purchased at most newsstands, currency exchange windows, and tobacco shops in the center. You will need to indicate that you would like to purchase an international calling card for your country.

Another option is cell/mobile phone rental. There are many places in town where you can do so. Most providers offer prepaid minutes on a SIM card. That way you can keep track and always know how much you are spending. If you have your own *unlocked* phone, you can buy an Italian SIM card from any of the major providers for as little as 10 euros (including 5 euros of air time).

Valuables

You are responsible for any valuables that you bring with you to Florence. Please only bring valuables if it is necessary, and please take care to keep them safe and close to you during your stay.

If you need to lock an item up during your stay, you can bring it to the school and it can be locked in the office area. However, we assume no responsibility if the item is lost or stolen.

First Aid

All minor injuries can be treated at the school. Many types of medicine are available over the counter at the pharmacy in Italy. While there are many pharmacies around the city, there is one (rotating location) that remains open 24 hours/day, 7 days/week. In addition, the Farmacia Molteni, located in Via dei Calzaiuoli, 7/r near Piazza della Signoria, is always open 24 hours per day. Their phone number is 055 215472 and they do speak English.

There is also a medical clinic for tourists located in Vicolo degli Adimari, 1, which is a street off off Via dei Calzaiuoli, between the Duomo and Piazza della Signoria. Their phone number is 055 212221, and they speak English. They have walk-in hours from 2pm-4pm Monday through Friday. Costs for doctor visits are approximately 25 euro and they will only accept cash.

If there is any serious injury, please inform the Course Director and call the emergency medical number right away. The emergency medical phone number in Italy is 118.

Meals

What country is better known for its cuisine? You might want to get a guidebook that will direct you to different restaurants around Florence. From the *bistecca alla fiorentina* to the *pizza* to the *gelato*, you could spend your whole month enjoying the many *gusti* that await you in Tuscany! We do have our favorites, of course, and we'll direct you to the little known *trattorie* as well as the more popular spots.

For lunch, you might have time to go to the local pizzeria, but most likely, you will have to pick up a sandwich, or a *panino*. We will provide you a list of places near the school where you can get one. You might also want to pack a lunch so that you will have more time to complete your lesson planning.

Drinks, Snacks, Personal Food Items

You'll enjoy coffee breaks in Italy, as do the locals, but it sure isn't Starbucks! A coffee is really an espresso, and it comes in only one flavor: strong! You won't find coffee to go here, but this quick pick-me-up will surely be an experience. And, in Italy, we take our coffee standing at the bar, so you'll have to forfeit the to-go cup. You will have the chance to go out for a break to the bars (coffee shops) nearby. If you would like to buy a snack throughout the day, you can get some at any bar. We encourage you to eat and drink during your breaks only as consumption of food is **not allowed** during in class sessions.

Laundry

You will need to go to a laundromat near your residence. Your apartment may have a washing machine, but no dryer. Dryers are not the norm in Italy.

Smoking and Drinking Policy

Smoking is not allowed anywhere inside the school facilities. Should you wish to smoke, smoke outside the school. Please dispose of your trash properly.

Possession or the use of drugs is illegal. We have a zero tolerance rule pertaining to drugs, on or off 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 will not be tolerated.

Course Administrative Information

Training Course Schedule

The initial orientation is usually on Monday, the morning of the start date at 9:30 a.m., unless otherwise specified. (Please also carefully read other email that will be sent approx. two weeks before your course begins.)

The first class will take place Monday morning at 9:30 a.m. The course schedule will be provided the first week of class. Sessions generally run between **9:30 a.m. And 5:00 p.m.** with appropriate breaks, though this schedule is subject to change.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. If students do not comply, they may be asked to leave the course without a refund. 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.

If students miss any class period, they will have to schedule a time to make up the work missed and there may be a fee. It is the students' responsibility to make an

appointment with both the instructor and the course administrator in order to schedule time for make-up work. If this work is not made up, then the certificate may not be issued.

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:

Please do not wear very 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. Please do not wear jeans when doing TP in professional offices.

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. Please do not wear jeans when doing TP in professional offices.

Resources/Supplies

Please bring a pen, a notebook, and anything you think you will need as a student in a classroom setting. You may also want to bring a jump drive, or pen drive. **Our office is unable to provide these items to you.** In addition, a list of necessary supplies for creating your lessons will be provided to you by the first day of class. You will need to purchase these supplies on an ongoing basis.

Various books are provided for use by trainees. However, no books should be removed from the library without specific permission from the Course Academic Director. Signing in and out of all books is required. A deposit of 2 euro will be required in order to sign out the books.

You will be required to prepare materials for your teaching practice. The school will supply some basic tools (crayons, scissors, markers) necessary to make student materials. However, the trainees are responsible for providing additional poster board, markers, glue, pens, paper, etc., for creating their own teaching materials. These can be purchased at a local stationery store, or *cartoleria*.

TRAINEE COURSE FEEDBACK SESSIONS

There will be a trainee feedback session mid-course and at the end of the course as well. These sessions aim 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 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 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

You will probably be walking most places, but in the case you would like to use public transportation, the following are available to you:

There are city buses which run continuously. We can help you acquire a bus map and help you determine which one is best for your route.

Taxis are available throughout the city. While there are taxi stands throughout, it is customary to call a taxi as opposed to flagging one down. We will have a number of a taxi company ready for you upon your arrival.

If you would like to visit another city or Tuscan town on the weekend, trains are a great way to get there. We can help you locate group tours and we also offer our own art history tours. The schedule will be ready when you arrive.

Please see our website www.learningcentertuscany.com for information on our special cooking classes, wine-tours, our Tuscany-Umbria tour, and language courses.

Shopping

After art history, Florence is best known for its shopping! From leather to shoes to renaissance style ceramics, you can find it all here. The best part is that you can find the artisans in their shops actually working on the pieces that they sell. We recommend taking at least a day to get lost in the small streets where you happen upon a shoemaker, a potter, or a jewelry maker. In Florence you will find prices in every range and a special shopping experience to match each individual shop's personality. Shopkeeping is a profession and an art here, and shopkeepers are proud to welcome you into their special worlds.

Of course, there are also many outdoor markets in Florence as well. Some of the better known ones are the market at San Lorenzo which is famous for its clothes and especially its leather, and the market at San Ambrogio square where you can find exquisite fruit and vegetables along with anything else. Pay attention to the day of the week, because you will find most vendors only on one day in particular. Perhaps the biggest one occurs every Tuesday when there is a huge market at the *Cascine*, or the city's public park.

Day Trips

Tuscany offers many day trips. From Siena to San Gimignano, to the wine-tasting in Chianti to the alabaster and glowing hills around Volterra, you will certainly be charmed as you are transported into a different world with each trip. We recommend that you research the areas in Tuscany that you would like to visit the most, using a good guidebook.

Local Weather Conditions

There are four distinct seasons in Florence. Summer can be incredibly hot and humid, and many Florentines head for the beach in July and August. While it does snow in winter in the northern Tuscan hills and mountains (There is a famous ski resort called Abetone in the Dolomites.), it is very rare that a snowflake falls in the city of Florence itself. This is because it is located between mountains and is therefore a few degrees warmer, thus eliminating the problems that snowfall can bring. Spring and fall are truly beautiful seasons here. Spring brings a wealth of flora with it for all to enjoy, and fall is a welcome temperature change from the hot August sun.

Please bring clothes that correspond to the season in which you will find yourself in Florence.

Get Acquainted!

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

Florence Guide:

www.travelplan.it/florence_guide.htm

Lonely Planet Online:

<http://www.lonelyplanet.com/worldguide/destinations/europe/italy/florence/>

Fodor's Online Guide:

<http://www.fodors.com/miniguides/mgresults.cfm?destination=florence@63>

Frommer's Online Guide:

<http://www.frommers.com/destinations/florence/>

Welcome to Tuscany! We look forward to meeting you in person!