

## **Location and Course Information** **Florence, Italy**



### **Course Costs**

Course Balance: 1000 euro (includes course materials and all photocopies and printing)

### **500 USD 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 (1000 euro)**

The total course balance is 1000 euro, and this must be paid in two installments. The first installment of 500 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 [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com) or fax +39 055 051 5418.

You can make this payment using the following methods:

- Pay via bank transfer. Please email the course administration ([info@learningcentertuscany.com](mailto:info@learningcentertuscany.com)) for complete bank information.
- Visa or Mastercard payment. In this case, the 500 euro fee will be converted into USD and charged based on that day's rate. If you would like to pay using this method, please fax the following information: card type (Visa or Mastercard only), card number and expiration date, card holder's name and home address associated with this card. 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 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](http://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. There is also an American Express office (Via Alighieri, 22r) in Florence where you can cash in American Express traveler's cheques in euro or in dollars. 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.)

If your case is an exception, and you need to pay in another currency, please contact the course administrator at [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com).

2. Pay by credit card either on or before arrival. **\*Please let us know if you need to pay using this method.\* (Visa or Mastercard only)** If you need to pay before your arrival, please email us. Again, we will charge based on the conversion rate that same day.

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 transfer. If you would like to pay by wire transfer, please write us at [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com) or call us at +39 055 051 5035, and we will give you our bank details.

If you have any questions about the payment process, please contact us at [info@learningcentertuscany.com](mailto:info@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 by the end of lunch on 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 the course balance is 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.

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 <http://teflife.com/askalumni>

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 less than a half hour 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 (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 25,00 Euro. The journey by train is between 2.5 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](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. Please email us at [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com) if this option interests you.

#### **Important Note:**

Regardless of your arrival day and time, we ask that you assist us in preparing us with 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 telephone/mobile numbers below:

School: +39 055 0515035

Course Director: +39 3478698517

#### **Accommodation Details**

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

1. A studio apartment in Florence. This option would be for our students who want their own complete privacy.
2. 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!
3. 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!
4. 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 internet access at the school, and there is a computer available for student usage. In addition, we have wireless internet access. If you have your own laptop with a wireless receptor, then just bring it with you and you'll be able to get online. Please make sure that you bring the appropriate power converter in order for your computer to function properly in Italy. If the internet is down or if there is a line for computers, you can go to one of the many internet points located throughout the city.

## 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.

## 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.

### **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 common 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 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 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 5:30 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 personally 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.

A materials fee of 25 Euro will be charged for the textbooks. You may pay this upon arrival along with the balance due.

A nominal photocopying fee of 5 euro will be charged should you choose to make your photocopies at the school. You can also make your photocopies at any copisteria (copy store), either near the school or near your accommodation.

You may want to bring a recording device with you, as many students feel that this is helpful. Some students use their laptops while others use their mobile phones for this purpose. Note that this is not a requirement.

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 and tape recorders is required. A deposit of 2 euro will be required in order to sign out the books. Tape recorders can be checked out for use during teaching practice only.

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 at the end of the course and we try to schedule one 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 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 actually call a taxi as opposed to flagging one down. We will have a number of a taxi company ready for you upon 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](http://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 which correspond to the season in which you will find yourself in Florence.

## **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 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](http://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/>

## **FREQUENTLY ASKED QUESTIONS** **Florence, Italy**

### ***General Questions***

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

Total fees

Comprised of:

US\$ 500 – Non-refundable deposit

EUR 1,000 – Course Balance. This fee includes tuition, certification and course moderation fees, course materials and all photocopies and printing.

#### **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.

The total course balance is **1,000 Euros**, and this must be ***paid in two installments***. The first installment of **500 Euros 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 [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com) or fax +39 055 051 5418.

You can make this payment using the following methods:

- Pay via bank transfer. Please email the course administration ([info@learningcentertuscany.com](mailto:info@learningcentertuscany.com)) for complete bank information.
- Visa or MasterCard payment. In this case, the 500 Euros fee will be converted into USD and charged based on that day's rate. If you would like to pay using this method, please fax the following information: card type (Visa or MasterCard only), card number and expiration date, card holder's name and home address associated with this card. 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 of **500 Euros** is due on day 1 of the course.

***PLEASE NOTE THAT ALL PAYMENTS ARE NON-REFUNDABLE.***

You have the following options for final payment (course balance):

4. **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](http://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. There is also an American Express office (Via Alighieri, 22r) in Florence where you can cash in American Express traveler's cheques in euro or in dollars. 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.)

If your case is an exception, and you need to pay in another currency, please contact the course administrator at [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com).

5. Pay by credit card either on or before arrival. **\*Please let us know if you need to pay using this method.\* (Visa or MasterCard only)** If you need to pay before your arrival, please email us. Again, we will charge based on the conversion rate that same day.

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.

6. Pay by wire transfer. If you would like to pay by wire transfer, please write us at [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com) or call us at +39 055 051 5035, and we will give you our bank details.

If you have any questions about the payment process, please contact us at [info@learningcentertuscany.com](mailto:info@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 by the end of lunch on 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.**

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

Class time is generally 9:00 am to 4:45 pm, with mid-morning and afternoon breaks and a lunch break. For approximately two weeks, you will be preparing to teach and you will be learning all of the things you need to know in order to be successful in the classroom. This is an intensive program and many have compared it to a four-week intensive master's course.

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

The maximum class size in the Florence course is 20 or fewer students. 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 students and classes for the teaching practice like?**

We use local Italian students for the trainees' teaching practice. Because we don't charge them to attend, all students come to classes purely because they want to. You will find them patient, kind, and willing to learn and participate.

Italians are very vocal people, and it will not be difficult to get them to speak in English during the lesson.

**6. What are the program accommodations like? Where are they located?**

We have some different choices in terms of accommodations. You can choose from: shared room in an apartment, private room, home-stay, pensione, or apartment in the countryside. Each choice has its own character, and it completely depends on the type of experience you envision having here in Tuscany.

**7. Can I have things shipped or mailed to me at the school?**

Yes! Below is our address:

TEFL International  
Viale Corsica, 15c/17a  
Firenze 50134  
Italy  
Tel. No. +39 3478698517  
[info@learningcentertuscany.com](mailto:info@learningcentertuscany.com)

**8. Can I bring my laptop?**

Yes, and it is recommended. You will find having your own laptop a time saver; having all of your data at your fingertips will allow you to make changes easily. We also have some computers at the school for your use, and they are free of charge. In addition, there are many Internet points throughout the city that charge per minute for internet and/or computer usage.

***The job market and teaching in Italy: Paperwork and documentation***

1. What is the TEFL job market in Italy like? Will I have trouble getting a job?

There are TEFL jobs available in Italy, and we will have information available in order to help you prepare your resume and point you in the right direction. Our staff has experience in the local market, nationally, and internationally, and we will help you in any way possible. TEFL International has placed thousands of students worldwide and [plans to continue doing so!](#)

2. When do I need to start looking for work? Where do I start?

We suggest you begin your search during your second week of the course and start setting up interviews and sending resumes in your second or third week of the course.

**3. What will TEFL International do to help me secure employment?**

We will give you a list of schools in Italy (or in other countries, if you so choose) and help you with resume and interview preparation. We guarantee job placement assistance, but please note that TEFL International doesn't 'guarantee' its graduates employment in Italy. This job placement assistance program is an integral part of the course and is available for as long as you may require it.

4. What is the average salary like?

The average salary in Italy is about 1,000-1,500 Euro per month. This varies depending on what type of school or company you work for and whether you work full or part-time.

5. Do most schools provide accommodations for their teachers?

No, but there are some schools that do this. For example, some schools may provide a room for you, either shared or single, probably in an apartment with other teachers, and it may or may not be on the school's premises.

6. What documents do I need to bring?

Of course, you need your passport. When you secure work, you may be asked to provide translated and notarized copies of your birth certificate, college degrees and transcripts. You might also consider obtaining an international driving permit if driving in Italy should be necessary for you. Please be advised that it may be necessary for you to obtain an Italian driving license if you plan to stay for an extended period of time.

7. What if I get sick in Italy? Are there western-standard medical facilities?

If you find yourself requiring medical attention, Florence has a number of very good hospitals and clinics with well-educated doctors. Pharmacists are also very helpful in Florence and can often times help you in lieu of a doctor's visit. You will find that some doctors and pharmacists do speak English. The American Consulate has a list of all types of English-speaking physicians.

If there is any serious injury, please inform the Course Director or one of the staff and transportation to the nearest hospital for treatment will be provided.

8. Do schools provide health insurance?

There is a socialized medical system in Italy. The law states that anyone needing medical attention will be treated. However, you could purchase your own private medical insurance while living abroad so that you could choose your own doctor.

9. What is a typical teaching position like?

Of course, it varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions. Some courses are taught on-site, so you may be asked to travel to area businesses.

10. Can I return to my own country and teach with my certificate?

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

**11. What is the difference between ESL and EFL?**

The main differences between ESL (English as a Second Language) and EFL (English as a Foreign Language) are the place in which English is taught and the purpose for which the students use English. ESL is taught in a place where English is the most commonly spoken language. Speakers need to know functional language and vocabulary specific to the place where they live. EFL is English taught in a country where a language other than English is primarily spoken. Classroom topics can be more varied, and World Englishes (the

different, non-standard varieties of English that exist throughout the world) are often the English taught in EFL classrooms.

### **Questions about Florence: Living in Italy**

1. What are the average housing and living expenses in Italy?

Most likely you will rent a room in an apartment or house with other teachers or students at the university. Of course, it depends on where you choose to live. A pleasant, small 2-bedroom apartment in Florence is about 1,200 Euro per month (600 Euro per bedroom per month), but the cost differs vastly from city to city. It is fair to say that TEFL teachers are well paid by local standards. Local Italian professionals would earn about the same salary.

2. What's the public transportation system like?

Living in Florence is a great opportunity to walk, ride a bicycle, or take the bus. The city is quite small, and a car really isn't needed. Walking is also a great way to discover all that the city has to offer! You can rent a car or scooter if you'd like, though we would discourage it, as it can get quite expensive to park.

3. What's the climate like? What kind of clothing will I need to bring?

Florence has four true seasons, so please dress appropriately: winter clothes and a heavy jacket from December through March, spring clothes from the end of March through May, very light attire during the summer months, and clothes appropriate for mild, but breezy fall weather in October and November. It's truly a dynamic place!

***Please do not hesitate to contact us should you have any other questions or concerns. Thank you for choosing TEFL International!***

## **HOUSING QUESTIONNAIRE**

Please complete and fax to **+39 0550515418** or email as attachment to TEFL International Tuscany @ [info@learningcentertuscany.com](mailto:info@learningcentertuscany.com). You will receive your housing assignment approximately two weeks before the course begins.

**Please note that all housing payments MUST be made in cash at the school the first day of the course. When you receive your housing assignment, further directions will follow. You will be asked to pay the deposit via wire transfer in order to secure your reservation.**

Name: _____
Gender (M or F): _____
Email Address: _____
Phone Number: _____
Arrival Date (This should be the Saturday before your course begins): _____
Departure Date (This should be the Saturday after your course date ends): _____
Age: _____

Nationality: \_\_\_\_\_

**Housing Preference:**

5. Single room in shared apartment (approx. Cost 470 euro -530 euro plus 200 euro deposit)
6. Shared student room in one, two, or three bedroom apartment (approx. 360 euro-410 euro, plus 200 euro deposit) Note: limited availability
7. Live with Italian family (half board is included which is breakfast and dinner) (approx. 850-1000 euro with 200 euro deposit)
8. Studio or one bedroom apartment (approx. 1000 euro plus deposit of one month's rent)

**Note:**

1. For all housing, there will be a deposit requirement of **200 euro** unless stated differently above.
2. Apartment options: At the end of your stay, utility costs will be taken from that deposit and you will be refunded the remainder (provided that no damage has been done to the apartment).
3. Home-stay: You will receive your entire deposit back at the end of your stay (provided that no damage has been done to the apartment). You will be asked to contact the landlord one week prior to your arrival in order to give him/her your arrival details so that he/she can meet you at your accommodation to give you the key.
4. Please also note that there is no internet access at most of the apartments/home-stays. Fixed phone usage may be available but will require a fee based on the type of calls made.
5. For all accommodation options, you will need to bring only your own towels. All linens, etc. will be provided for you.
6. In SINGLE room only options, the other single room renter may either be male or female and not necessarily the same sex unless you specify otherwise.