



## Location and Course Information *Ban Phe, Thailand*

The following contains very important information to help you pack and prepare for your stay in Ban Phe, Thailand as well as details regarding the training location and training course itself. Please read this thoroughly and keep it for future reference.

### 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 <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.

### 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.

### **Visa and Passport Information**

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

Visitors to Thailand from the United Kingdom, North America, Australia and New Zealand can stay in Thailand for a maximum of 30 days without a visa, and this can easily be extended. Citizens from all other countries should contact their local consulate to obtain current travel regulations.

For more information please visit <http://www.thaiembdc.org/consular/visa/visa.htm#Categories>.

*\*As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.*

### **Working in Thailand**

If you are planning on seeking work in Thailand, you should bring your original Degree/diploma and transcripts (from College, Technical School or High School), as well as a verification letter from your University confirming your attendance, police clearance (verification of having no criminal record), and birth certificate.

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

### **Transportation upon Arrival**

Your accommodation is available from 1.00pm on the Saturday before the course begins through to 5.00pm on the Friday of the final week. We hope you will plan to arrive in Ban Phe by Saturday as this will give you a chance to relax and get accustomed to your surroundings before the course begins.

At 12:00 noon on the Saturday prior to the course start date, we will provide transportation from Suvarnabhumi Airport to your accommodation at the school. If you plan to get a ride at this time, please meet us at 12:00 noon in front of S & P Restaurant, Meeting Point Area, Level 3, Suvarnabhumi Airport. The driver will be holding a "TEFL

International” sign. Those arriving at any other time will be responsible for arranging their own transportation. Please review the following recommendations.

### ***Bus from Bangkok to Ban Phe:***

In Suvarnabhumi Airport, free shuttle bus service is provided for passengers and airport staff. Express route connects the main terminal directly to the transport center. From Suvarnabhumi airport in Bangkok, take Bus Number 552 (Suvarnabhumi Airport to On Nut BTS station). You may take a taxi or use the Bangkok Mass Transit System (BTS) from On Nut to Ekkamai Bus Station. Take the next bus to Ban Phe (not Rayong), a 4 hour ride. From the bus terminal in Ban Phe, you may give us a call at 038 652 280 and we would be happy to pick you up. Motorcycle taxis are readily available and generally know where to find the school (as do most local stores and shops if you need to ask for help). If you choose to walk, head eastward for about 2 km and turn left at the first street, Road Number 3300. The school building is 150 meters on the right-hand side. The wooden sign out front reads “Siam English Training School” with the TEFL International logo.

### ***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, at the cost of 2500 baht (about 55 USD). Please email [adminbanphe@teflife.com](mailto:adminbanphe@teflife.com) if this option interests you.

### ***Important Note:***

Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements via email at [adminbanphe@teflife.com](mailto:adminbanphe@teflife.com) – essential if you plan to use the provided airport transfer on Saturday. Please do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information!

Should you have any problems with transportation going to Ban Phe or meeting the driver, please feel free to call us at the telephone/mobile numbers below:

Ban Phe Office: +66 (0) 38 652 280 or 038 651 833

### ***Accommodation Details***

A)

A private room located within the school building. All rooms have air-conditioning, a private bath (with cold shower), are clean, and adequately furnished. Bedding and towels are provided. All rooms will be cleaned and the linens changed by the school staff once per week (Friday or Saturday). You may check in from 1.00pm on the Saturday prior to the course start date and you must check out by 5:00 PM on the Friday of the final week. Please note there is no electricity in the rooms between 9am and 4pm Monday - Thursday.

B)

Small bungalows or rooms for rent near the school. Some bungalows and rooms have air-conditioning and some have electric fans. The staff in Ban Phe will help you book these accommodation options, but bookings cannot be made in advance as deposits are required. Please email [adminbanphe@teflife.com](mailto:adminbanphe@teflife.com) for further details on alternative accommodation options.

### ***Guest Policy***

Please note that we do not allow guests to stay in rooms within the school building except for the receiving area. If you are attending the course with a friend, spouse or relative, you will have to arrange accommodation outside the school.

### **Refundable Deposit**

There is a refundable deposit of 2,000 Baht that is returned when the accommodations are given back clean and undamaged. This also covers deposit for keys, locker and books.

### **Room Keys**

If you lock yourself out of your room you will be charged 30 Baht to be readmitted. Any lost keys or key ring costs 300 Baht.

### **Building Hours**

There is a security guard at the school 24 hours a day, therefore the front door always remains unlocked. Please be quiet and respectful while in hotel hallways after 10 PM and during early morning hours, as your fellow trainees may be sleeping.

### **Internet**

There is Wi-Fi internet at the school and Internet shops in town.

### **Telephone Service**

School staff will answer the phones and assist you with placing calls Monday through Friday. You can receive incoming calls on the phone lines +66 (0) 38 652 395 but we ask that your callers consider the timing of the call. Messages will be taken if you are in training and given to you during the break. Classes will only be interrupted with urgent messages. These phones may also be used for outgoing calls however they are PIN Number phones and therefore you will need to purchase a phone card from reception.

### **Mail**

Outgoing mail can be left at the front desk and will be posted the following morning. We simply charge you the same price that the post office charges us.

### **Valuables**

Please put all valuables and excess cash in the safe at the front desk, and put away other valuable items when rooms are being cleaned over the weekend. Do not leave cameras, tape players, etc. in the classroom overnight.

### **First Aid**

All minor injuries can be treated at the training location. Medication for food poisoning - including antibiotic drugs - is available at local drug stores. In the case of food poisoning or other stomach problems trainees are advised to temporarily avoid eating. Drink only bottled water until the symptoms subside and then gradually introduce other foods into your diet beginning with steamed rice. If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to Rayong Hospital for treatment. An emergency contact list is posted in the classroom.

## **Meals**

There are many local restaurants and street vendors offering excellent, inexpensive Thai food. In general this food is very safe to eat, but please use common sense – if you doubt the quality, don't eat it!

## **Drinks, Snacks, Personal Food Items**

Soft drinks and snacks can be purchased at a small cost from the shops a short walking distance from the school. There are no hot water or kitchen facilities at the school, however there are a variety of restaurants nearby where hot drinks and food can be purchased. There is, however, a refrigerator available for your use. Drinks may be taken into the training room during input sessions. Tap water is deemed unsafe in Thailand; therefore, please only drink bottled water during your stay. Bottled water is inexpensive and readily available throughout the town of Ban Phe.

## **Laundry**

There are no laundry facilities at the school, however there are two very cheap and reliable laundry services available very close to the school.

## **Fire Escape**

Should a fire occur, there is a fire escape on the outside of the hotel building. This can be accessed from the roof-garden on the 3rd floor. Climb up the spiral staircase leading to the roof area above the two separate bedroom units and the fire stairs can be found on the far side of the roof area.

## **Smoking and Drinking Policy**

Smoking is not allowed anywhere inside the school facilities or inside any of the hotel rooms. Should you wish to smoke, smoke away from the school property. 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 at the school will not be tolerated.

## **COURSE ADMINISTRATIVE INFORMATION**

### **Training Course Schedule**

The initial orientation is usually on Sunday evening prior to the course start date at 4:00 p.m.

The first class will take place Monday morning at 9:00 a.m. The course schedule will be provided on Monday morning. Sessions generally run between 9:00 a.m. and 4:45 p.m. with appropriate breaks. The songtaew transportation shuttle departs at 8:00 a.m. on days when there is outside teaching practice unless you are notified otherwise.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for rescheduled TP.

### **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. The course operates from within a school so we ask you to be mindful of this as well.

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 **professionally** according to the following guidelines:

**Women:** Shoulders should be covered, blouses with sleeves are suggested. No low-cut necklines, very short skirts and bare midriffs. Open-toed shoes are acceptable, but no hiking or flip-flop sandals.

**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. Long hair should be tied back.

### Resources

Please bring a pen and a notebook for taking notes during class. All relevant forms and instructions will be provided, as well as notes from the input sessions.

You may want to bring a walkman with you, especially one which records. It is not required equipment, but many trainees have commented that the possession of their recording walkman made the course easier for them (in preparing tapes, interviewing and listening to conversations with students).

Various books are provided for use by trainees. However, no books should be removed from the classroom on the 2nd floor without specific permission from the Course Academic Director. Signing in and out of all books is required.

You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools necessary to make student materials. However, the trainees are responsible for providing additional poster board, markers, glue, pens, paper, etc., for creating teaching materials. These can be purchased at a local stationery store in Ban Phe.

A photocopying machine is available for use by all trainees without charge.

### Trainee Feedback Session

There will be a trainee feedback session at the end of the course and we try to schedule 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.

### \*\*\*ADDITIONAL INFORMATION\*\*\*

#### In-town Transportation

Songthaew (a pick-up truck with a cover over the bed and with seats along each side of it) is the main form of local transportation. Running along the beach road towards the Ban Phe shops are dark blue songthaews which can take you into Ban Phe or into Rayong. The trucks with a very high roof over the seating area go into Rayong, as do some of the lower-roofed ones. Ask before you get in. Prices are set for standard routes, and should be about 15-20 baht to Rayong and about 10 baht to Ban Phe shops.

#### Exercise

There is an excellent gym in town on Soi Tawan (Tawan Lane) not far from the bus station. It has a full range of aerobic, weight machines and free weights, and very friendly management. They also have yoga classes running regularly, and Thai boxing and other classes can be arranged. Please note that there are more women than men using the facilities, and it is open early in the mornings, and in the evenings. As well, the road along the beach through Suan Son National Forest provides an excellent venue for running and walking. While most trainees won't have their bikes with them, the beach road between Ban Phe and Laem Mai Pim beach is one of the nicest 44K rides anywhere. There are also waterfalls hiking and mountain biking tracks nearby.

#### Shopping

There are several areas in Ban Phe and Rayong where you can shop. Be prepared to bargain **politely** for purchases other than food. As a suggestion, start by offering about half of the price quoted to you, and then work your way up to an acceptable price for both seller and buyer. Be prepared to **smile** and walk away if you think you're paying too much; the seller will call you back if eager to make a sale. There are also large supermarkets and western fast-food chains available in Rayong.

Shopping Areas in Ban Phe - Traveling from the hotel, turn right at the beach road. In the first group of shops on the right just opposite the Nuantip Pier, there is a 7-Eleven convenience store, and a small but excellent Thai supermarket, where the woman who runs it speaks English. Further along in this same group of shops, you will find a drug store selling all types of medications including over-the-counter antibiotics, and a Kodak film processor. On the same side as the Nuantip Pier, there are several clothing stalls.

Further along the same road that runs alongside the bay and after a small break where there are no shops, the main shopping area of Ban Phe starts. Immediately on the left at the start of this second group of shops, there is a branch of the Thai Farmers' Bank with an ATM which accepts many different types of debit cards. Further along on the left is the Ban Phe Post Office.

Where the road narrows just after the main Ban Phe Pier, the market area of Ban Phe begins. This area contains several stalls selling cheap and excellent Thai food. At the end of the market street turn right on the main road to find yet another 7-Eleven convenience store.

Shopping Areas in Rayong - There are three main areas you may wish to explore:

1. At the first main T-intersection going into Rayong, with the main street going off to the left, there is a large and interesting food market about 300-400m along the right side of this road. The market is definitely worth exploring!
2. Laem Tong is further along the main road coming into Rayong and is a large shopping complex with smaller specialty stores and a large supermarket. It also has McDonald's, KFC, Pizza Company, and other western food chains.

3. Big C / Makro are additional large shopping complexes to the east of Rayong, and require a change of songtaew to get there (from blue truck to white at the Rayong bus station).

### **Beaches and Swimming**

For the best and cleanest beaches in the area, head to the left, away from the Ban Phe shopping area. The 10 miles of beaches here are not frequented by tourists (but are very popular with Thais) and are not raked on a daily basis. The water is very nice and the banana boats are fun! Even better is Samet Island with its world famous white sand, located only 30 minutes away by ferry boat.

### **Local Weather Conditions**

The climate in Ban Phe is very tropical-like, with three distinct seasons: Hot from March through May, Rainy from June through October, and Cool from November through February. Average daily temperatures throughout the year are around a warm and pleasant 27°C. Even in the rainy season, the rainfall is brief and the rest of the day is normally clear and sunny.

As this description is an average, we highly recommend that you check current weather conditions prior to departure to assist you in your travel preparations.

### **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 Thailand and all it has to offer. For more information on Thailand and the village of Ban Phe, we recommend the following sites:

Lonely Planet Online      [www.lonelyplanet.com/destinations/south\\_east\\_asia/thailand](http://www.lonelyplanet.com/destinations/south_east_asia/thailand)

Asia Travel      [www.asiatravel.com/thaiinfo.html](http://www.asiatravel.com/thaiinfo.html)

Asinah.net      [www.asinah.net/thailand.html](http://www.asinah.net/thailand.html)

## **FREQUENTLY ASKED QUESTIONS**

### **Ban Phe, Thailand**

#### ***General Questions***

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

Tuition, accommodation, course materials, certification and moderation fees. Airfares and food are not included. A discount of \$100 is available if you choose not to take the accommodation.

#### **2. 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, learning all of the things you need to know in order to be successful in the classroom. For the other two weeks, you will actually be teaching each morning and preparing your materials in the afternoons.

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

The maximum class size in the Ban Phe course is 32, however it is split up into two groups. Normally we've been having somewhere around twenty trainees, with ten per group. 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.

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

We use local Thai students for the trainees' teaching practice. Thai students are very keen and enthusiastic and because we don't charge them to attend, all students come to classes purely because they want to.

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

There are rooms on the upper floors of the school. The school rooms are certainly more convenient, as all you have to do is walk downstairs into the classroom in the morning. There is also the additional advantage at the school that you can go up to your room for lesson planning and study in the afternoons. All rooms have air-conditioning, a private bath (with cold shower), and are clean and adequately furnished. Please note there is no electricity in the rooms between 9am and 4pm Monday - Thursday.

For alternative options please email [adminbanphe@teflife.com](mailto:adminbanphe@teflife.com).

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

Yes! Below is our address.

TEFL International  
38/53-55 Moo 1, Suan Son Road  
Klaeng, Muang, Rayong 21160  
Thailand

### **7. Can I bring my laptop?**

Yes, you can bring it with you but the internet connections aren't ideal in Thailand, especially from a private phone line. Wi-Fi is available in the school although may not be accessible everywhere in the building.

### ***The job market and teaching in Thailand: Paperwork and documentation***

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

The TEFL job market in Thailand is excellent at the moment. Finding employment is only difficult if you wait until the last day of the course to begin looking. With just a little patience, you will certainly locate work in no time, usually in the area of your choice.

#### **2. When do I need to start looking for work in Thailand? Where do I start?**

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

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

We can give you a list of schools in Thailand 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 Thailand as such. 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 Thailand is about 25,000 to 30,000 baht 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 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. How many of the TEFL graduates actually find work in Thailand?**

Most of our course graduates who have wanted to work in Thailand have been able to secure teaching positions.

### **7. What documents do I need to bring?**

Of course, you need your passport. When you secure work you may be asked to provide notarized copies of your birth certificate, college degrees, transcripts and a verification letter. You will also need a recent criminal record check. You might also consider obtaining an international driving permit if driving in Thailand should be necessary for you, although the requirement of a driving licence is widely ignored.

### **8. Do schools provide health insurance?**

Generally no however, if you pay Thai income tax, you are entitled to Social Security, which gives you medical coverage at a local specified hospital.

### **9. Do schools provide work permits?**

Your school should help you secure a work permit. In order to apply initially, you get the job offer in writing from your future employer, along with copies of his business registration and Ministry of Education documents. You then leave the country and go to the nearest Thai consulate. Most people go to Penang in Malaysia and Vientiane in Laos. The next day you collect your non-immigrant B visa which you use to come back into Thailand. It is then converted to a work permit after a considerable amount of paperwork is completed.

### **10. 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.

### **11. 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.

### ***Questions about Ban Phe: Living in Thailand***

#### **1. What are the average housing and living expenses in Thailand?**

Most likely you will rent a room in an apartment or house with other teachers or with Thais, and of course it depends on where you choose to live. A pleasant, small 2 to 3 bedroom house in Thailand is about 6,000 to 10,000 baht per month. Apartments are available for less. It is fair to say that TEFL teachers are very well-paid by local standards in Thailand, which means they can afford a comfortable standard of living. A local (Thai) teacher in Thailand earns around 6,000 to 8,000 Baht (about 160 - 212 dollars) while a TEFL teacher at the same school can expect to earn 25,000 baht - about \$660 per month. While this may not sound a lot by international standards, it means you can live very comfortably in Thailand.

#### **2. What if I get sick in Ban Phe? Are there western-standard medical facilities?**

If you find yourself requiring medical attention, Rayong (which is a half an hour ride from Ban Phe) has a number of very good hospitals and clinics with well-educated, helpful doctors. There are two clinics and a few pharmacies in Ban Phe. If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to Rayong Hospital for treatment.

#### **3. What's the public transportation system like?**

Songtaew (a pick-up truck with a cover over the bed and with seats along both sides of the box) is the main form of local transportation. Running along the beach road towards the Ban Phe shops are dark blue songtaews which can take you into Ban Phe or into Rayong. The trucks with a very high roof over the seating area go into Rayong, as do some of the lower-roofed ones. Ask before you get in. Prices are set for standard routes, and should be about 15-20 baht (about \$.40- \$.53 US) to Rayong and about 10 baht (about \$.26 US) to Ban Phe shops.

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

It's hot and humid. Clothes are very inexpensive in Thailand, so you may want to travel fairly light.

***Please do not hesitate to contact us should you have any other questions or concerns.***

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