



PAID PROGRAMME

ENROLMENT PROCEDURE

Congratulations on securing a place, we are excited to welcome you onto our Standard Serviced programme!

There is a lot to be done before your adventure can begin, so this document breaks it down to give you a clear idea of what will happen and when between now and August.

What sets us apart from other companies is our community and understanding; as ex-foreign teachers, we have gone through this process ourselves and know how stressful the pre-departure period can be. We therefore aim to do everything we can to make it as easy as possible, enabling you to land in China feeling excited and prepared. If you have any questions don't hesitate to ask!

Next Steps...

To accept your offer and join our programme, you must enrol online and send the first payment instalment of £325. **We will only process your application once we have received all the relevant documents and payment outlined in your enrolment e-mail.**

On the enrolment platform, you can indicate your placement preferences in the 'additional info' box. Please be as specific as possible about what you are looking for in terms of:

- type of school
- age group
- location

We will try and accommodate your preferences the best we can, but cannot

guarantee we can match all your preferences. Following enrolment, you will have access to our lesson plan library.

WHEN?	WHAT HAPPENS?
April 1st	This is the deadline for payment of the final instalment (£325). Once we receive this, we will introduce your profile to our partner schools.
May	You can expect to hear from us with: <ul style="list-style-type: none"> ○ details of a suggested placement; upon acceptance of a position you will need to sign a contract, so please keep checking your junk folder in case any emails from your school end up there. ○ An invitation to a private Facebook page for those enrolled on the programme. This will be administered by a former teacher, who will be happy to answer any questions you have. ○ Information on beginning the online TEFL course.
May-June	Between May and June, you should begin collecting the documents needed to begin the visa application process and sending them to your school. More detailed information on this can be found on our 'Visa Application Guidance' form.
June-July	Once you have sent the necessary documents, your school will begin the process of applying for your Work Visa. This requires a lot of work and usually takes a month, but please be aware there can be delays.
July	The Orientation Day will take place in London one Saturday in July. The date will be confirmed soon. You should have finished/be close to finishing the online TEFL course by this point.
July - August	Your school will send the visa documents to your UK address. Once you have received these documents you should apply for your visa through the Chinese Embassy.
August	ONLY when you have received your visa should you book your flight.
August	Arrive in Beijing for training camp