

Tamwood International College



Agent Sales Manual
Adult English Programs in Canada

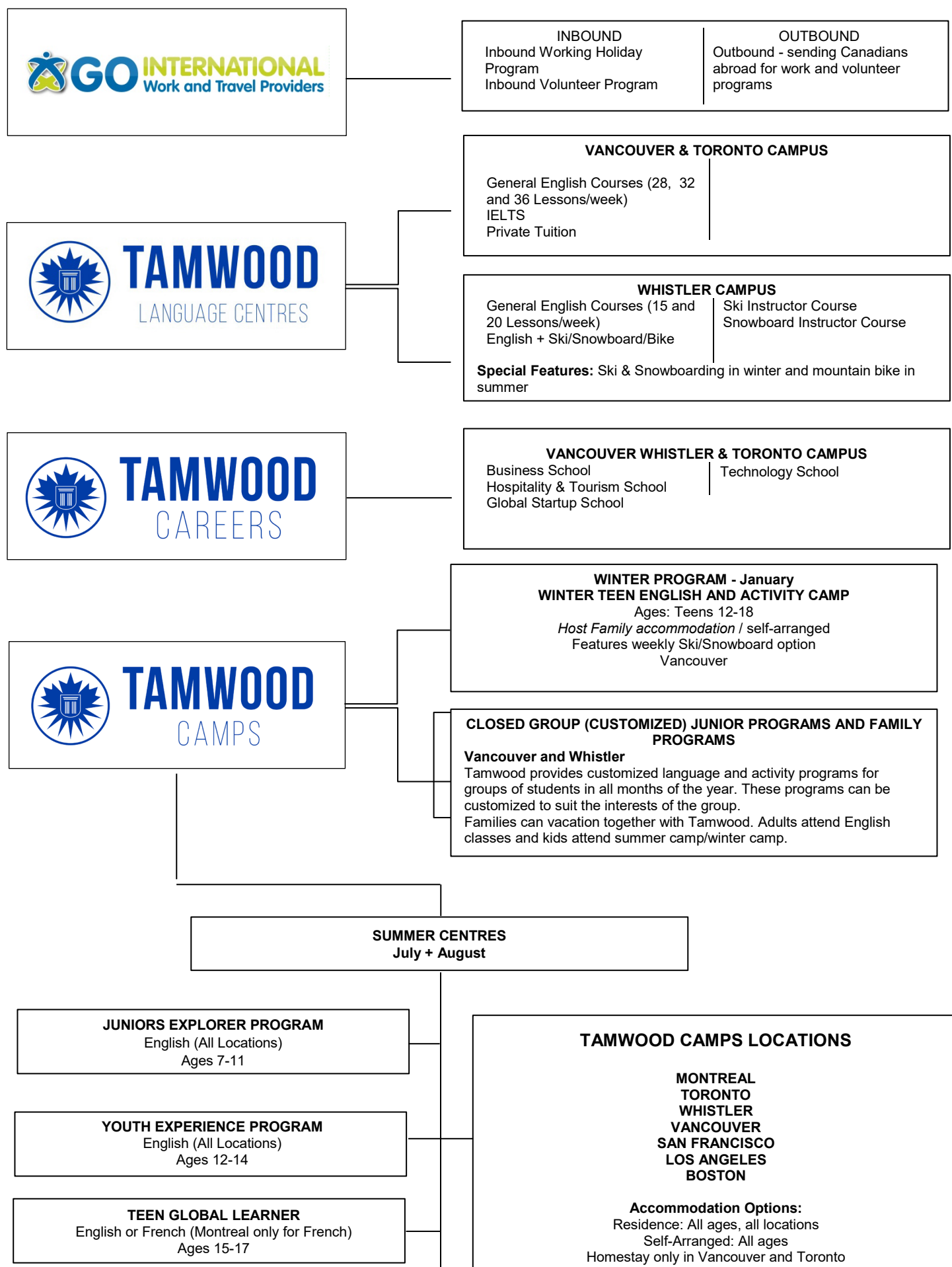
2022

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TAMWOOD INTERNATIONAL GROUP OF COMPANIES (2019)



SPECIALITY CAMPS INCLUDING:
Teen Outdoor Leadership
Robotics Camp for juniors and teens
Future of Work: entrepreneurship and Career Planning Camp
for teens

CONTACTING TAMWOOD INTERNATIONAL COLLEGE

CENTRAL RESERVATIONS OFFICE:

Tamwood International College
 200-889 West Pender Street
 Vancouver, BC V6C 3B2 Canada

Tel: 1-604-899-4480

Fax: 1-604-899-4481

e-mail: home@tamwood.com

Hours of operation:

8:30 am to 5:00 pm Monday to Friday. Closed Canadian statutory holidays

BRANCH OFFICES:

The following address details are provided for use during program operation only. Registrations must be sent to the Central Reservations office and no information about fees and payments will be given at the following addresses:

| TORONTO ADULT CAMPUS (Year Round) | WHISTLER ADULT CAMPUS (Year Round) |
|---|---|
| Tamwood International College 80 Bloor st, Suite 1200 Toronto, ON M5S 2V1 | 302 - 4293 Mountain Square Whistler, BC, V0N 1B4 |
| TEL: (1-416) 485- 4480 | TEL: (1-604) 938-9843 FAX: (1-604) 938-9843 |
| DATES: Year Round | DATES: Year Round |

| | | | |
|--|--|--|---|
| BOSTON CAMP Boston, Massachusetts (Summer Only) | SAN FRANCISCO CAMP San Francisco, California (Summer Only) | LOS ANGELES CAMP Los Angeles, California (Summer Only) | TORONTO CAMP Toronto, Ontario (Summer Only) |
|--|--|--|---|

| | | | |
|--|---|--|---|
| Curry College, 1071 Blue Hill Avenue, Milton Massachusetts | San Francisco State University, Conference Services, 800 Font Boulevard, San Francisco, CA 94132 | UCLA De Neve Plaza, 351 Charles E. Young Drive West Los Angeles CA, 90024- 1314 | University of Toronto 3359 Mississauga Road, Mississauga, Ontario, L5L 1C6, Canada |
| n/a | n/a | n/a | n/a |
| DATES: July 10 to July 31 | DATES: July 17 to August 7 | DATES: July 3 to August 14 | DATES: July 3 to August 14 |

| WHISTLER SUMMER CAMP | SFU CAMP (Summer Only) | MONTREAL CAMP (Summer Only) |
|--|---|---|
| Tamwood International Camps Suite 301 – 4204 Village Square, Whistler, BC V8E 1H5 | Tamwood International Camps Meeting Rm C-1050 8888 University Drive SFU Burnaby, BC V5A 1S6 | Concordia University 1455 Boulevard de Maisonnette O, Montréal, QC H3G 1M8 |
| TEL: (1-604) 938- 9843 FAX: (1-604) 938- 9864 | n/a | n/a |
| DATES: July 10 to August 7 | DATES: July 3 to August 14 | DATES: July 3 to August 7 |

The Tamwood Team

| Name: | Title: | E-mail Address: |
|--|--|-----------------------------|
| Matt Collingwood | President & CEO | matt@tamwood.com |
| Tamsin Plaxton | President & Managing Director | tamsin@tamwood.com |
| Stanley Ngai | Financial Controller | accounting.info@tamwood.com |
| Evan Yang | Division Manager International Youth Program - BDM HongKong | campsmanager@tamwood.com |
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| | | |
|------------------------|---|----------------------------------|
| Fernanda Averbach | Business Development Manager for Brazil | faverbach@tamwood.com |
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| Nancy Hernandez | Registrar Assistant | nhernandez@tamwood.com |
| Dale Lee | Career Educator | career.edu@tamwood.com |
| Eva Ciesielska | Co-o Education Specialist | career.edu@tamwoodonline.com |

Emergency Numbers for Airport Arrival Services:

604 -657-2423 (from Canada)

Or +1-604-657-2423 (from overseas)

Dear Partner:

We are very pleased to be able to work with you. Tamwood has a long history of successful agent relations. We know that without our agents we would not be able to get information about our programs to the market. Similarly, our agents rely on us to provide high quality, popular programs that are easy to promote and sell. The better our programs are, the more popular the agents that sell them. Also, the more our agents understand our programs and the better they can describe the schools, the accommodations, the staff and the programs, the more interest they can create among their clients in our programs.

We hope that you will read this manual carefully. This is your sales tool and if read and understood, it will give you all the information you will need to answer even the toughest client's questions. If the answer is not here just contact us and we will provide you with the information you need right away.

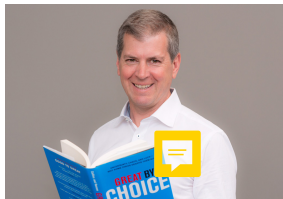
We view our relationship with you as a partnership: both partners must rely on the other party to do their job well if they want to be successful. At Tamwood, we strive to provide every client with a once in a life time experience, the kind of experience that will change them, make them see the world as a smaller place, and give them the skills, experience and courage to get more from life than they thought they could. In short, we promise only the best for your clients and we keep our promises. Ask our former students and they will tell you, Tamwood is more than just English classes – it is a wonderful experience in so many ways!

We know that your job is a difficult one. If there is anything we can do to make it easier for you to sell Tamwood's programs please ask us. Also, we believe that the best way to sell something is to know it well, and to get to know something really well you have to experience it. Therefore, we strongly urge you to come and visit Tamwood. We will do everything we can to make your trip as inexpensive and entertaining as possible.

Thank you for choosing to work with Tamwood.

Yours truly,
Mathew Collingwood
President

Tamsin Plaxton
President



Tamwood Mission Statement and Promises

Tamwood's Mission is to create life transformative experiences:

We believe that by teaching, coaching and encouraging our clients, we help them to develop their talents, achieve their goals and realize their potential.

Tamwood achieves this goal through the following:

1. by hiring only highly qualified teachers;
2. by carefully designing its curriculums to be both challenging and interesting;
3. by locating its schools in modern up-scale buildings with excellent facilities;
4. by maintaining close contact with its overseas sales partners;
5. by using the most modern, innovative and effective teaching resources available in all of its programs;
6. by being active in industry associations to remain aware of current trends in the industry; and
7. by caring about all of its students to make sure that their experience in Canada and at Tamwood is the best it can be.

Legal Status and Memberships

Tamwood International College is a privately owned British Columbia limited company. Tamwood was founded in 1992 and received its first students in July 1993.

Tamwood International College is a member of:

Languages Canada (www.languagescanada.ca)

Vancouver Better Business Bureau

Tourism Whistler

Private Training Institutions Branch (British Columbia)

Ministry of Advanced Education and Skills Development (Ontario)

BC Education Quality Assurance

Tamwood has created its own unique curriculum, which teaches students to communicate effectively in English. The main objectives of the General English program at Tamwood are to develop students' communication skills in English; to improve their grammar, vocabulary and pronunciation; and to work on the key language areas of speaking, listening, reading and writing, according to each student's needs.

KEY FACTS

Teachers

Tamwood's teachers are all university graduates with specialized training and certification in teaching English to non-native speakers.

Class Size

Average 14 students per class (maximum class size is 18).

English Levels

Tamwood's curriculum is divided into 7 levels, from Absolute Beginner to High Advanced. Levels 2-7 are offered in both group and private lessons. Level 1 is only available in private lessons. Levels for afternoon Language Workshops vary.

Teaching Time

All lessons are 45 minutes in Vancouver and Toronto, 50 minutes in Whistler.

Course Books and Materials

The Essential English class uses a core textbook and in all other classes, students use class sets of textbooks, supplementary and authentic materials and multimedia.

Testing and Evaluations

Students are given a placement test on their first day and regular tests and progress reports throughout their course to ensure that they are achieving their language learning goals.

Minimum Course Length

1 week. There is no upper limit.

Minimum Age

17 by the date of graduation. No upper age limit.

Start Dates and Fees

General English classes start every Monday. See price sheets for fees. Special price discounts apply for the Whistler school fees in the summer.

Tamwood Guarantee

At Tamwood, your client's success is our priority and we are confident in our ability to help your client improve their English skills. **In fact, we guarantee it.**

Our guarantee:

We guarantee that you will progress at a rate of one level every 12 weeks* as long as:

- you are committed to learning English and improving your English skills;
- you have attended and actively participated in all your lessons; and
- you have completed your homework, tests and assignments.

If you do not progress at this rate, we will provide you with the additional lessons, help and support you need to reach the next level at no extra cost.

Program Options

| Skills Builder -28 lessons/week | | | | | |
|---------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:45-11:45 | Essential English Class | Essential English Class | Essential English Class | Essential English Class | Essential English Class |
| 12:45-2:15 | Elective Classes | Elective Classes | Elective Classes | Elective Classes | Free Optional English Acceleration Workshop |

| Learn Fast -32 lessons/week | | | | | |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:45-11:45 | Essential English Class | Essential English Class | Essential English Class | Essential English Class | Essential English Class |
| 12:45-2:15 | Elective Class 1 | Elective Class 1 | Elective Class 1 | Elective Class 1 | Free Optional English Acceleration Workshop |

| | | | | | |
|-----------|---------------------|---------------------|---------------------|---------------------|-----------|
| 2:30-3:15 | Elective Class 2 | Elective Class 2 | Elective Class 2 | Elective Class 2 | Free Time |
|-----------|---------------------|---------------------|---------------------|---------------------|-----------|

| Intensive - 36 lessons/week | | | | | |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:45-11:45 | Essential English Class | Essential English Class | Essential English Class | Essential English Class | Essential English Class |
| 12:45-2:15 | Elective Class 1 | Elective Class 1 | Elective Class 1 | Elective Class 1 | Free Optional English Acceleration Workshop |
| 2:30-3:15 | Elective Class 2 | Elective Class 2 | Elective Class 2 | Elective Class 2 | Free Time |
| 3:15- 4:00 | English for Real Life | English for Real Life | English for Real Life | English for Real Life | |

Class Descriptions

Essential English Skills: You will learn and practice all the skills you need to understand and communicate in English — Listening, Speaking, Reading, Writing, Pronunciation, as well as Vocabulary, Idioms, and Grammar. In addition, you will learn the common phrases and expressions that native speakers use. By integrating all these skills, you will achieve all-round English competence so that you can both understand and communicate more naturally.

“English for Real Life”: Who doesn’t need more practice? In this class you will put into practice the skills learned in morning classes. Interactive activities include conversation, discussion, debate, and role play. You will read about, listen to, research and write about issues of personal, local, social, and global interest. You will use authentic media: radio and TV, newspapers and magazines, telephone, email, and internet. These classes are fun and very popular. The focus is on fluency and functional communication skills.

Electives:

| ELECTIVE CLASS OPTIONS | |
|--|---------------|
| CLASS | AVAILABLE FOR |
| Conversation, Pronunciation & Vocabulary | Levels 3 - 7 |
| Grammar | Levels 3 – 5 |

| | |
|--|--------------|
| Focus on Speaking (offered in Toronto only) | Levels 2 – 7 |
| Listening & Speaking | Levels 2 - 7 |
| Reading & Writing | Levels 2 - 7 |
| Pronunciation | Levels 2 - 7 |

Free Personal Coaching

All students studying at Tamwood have come to learn English, but they all have different reasons for wanting to learn English and different ideas about how they will measure their success. For some, improving their writing skills is their main goal. For others, their primary goal is to understand people better when using the telephone. Whatever their goal, Tamwood works with all students to make sure they achieve it.

All students studying at Tamwood for 4 weeks or longer have the option to use Tamwood's Personal Coaching Service. Students who opt to take this FREE service have a personal meeting with the Academic Director who then works with the student to identify their specific learning goals and develop a personal Training Plan. The Training Plan will have ideas and suggestions for extra work the student can do while at Tamwood to help them progress quickly in the specific skill areas they identified as their main target for their learning experience at Tamwood. Students can then meet with the Academic Director on a weekly basis to review their progress and adapt the Training Plan as required.

ENGLISH ACCELERATION WORKSHOPS

Every Friday afternoon students can participate in free interactive workshops designed to help them learn more quickly and improve their English knowledge and skills.

Workshops topics include:

- Back to Basics
- Canadian Culture
- Confusing Words
- English Through Song
- English Through TV
- Fun with Vocabulary
- Academic skills
- Grammar Fun
- Power Speaking 1 & 2
- Pronunciation Practice
- Read and Discuss
- What Does That Say

These optional workshops are only in Toronto and Vancouver. Please ask to the Campus Manager for availability.

TAMWOOD LEVELS – EQUIVALENT TEST SCORES/STANDARDIZED LEVELS

| English Level | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------|---------------|------------|------------------|--------------|-------------------|--------------|---------------|
| | Zero Beginner | Elementary | Pre-Intermediate | Intermediate | High Intermediate | Low Advanced | High Advanced |
| Cambridge | | | KET (PET) | PET (Merit) | FCE (C-B) | FCE (A) CAE | CAE (A) CPE |
| TOEFL iBT | | 10-16 | 17-30 | 31-46 | 47-78 | 79-101 | 102-120 |
| IELTS | | 2-3.5 | 3.5-4.5 | 4.5-5.5 | 5.5-6.5 | 6.5-7.5 | 7.7-9 |
| CEFR | | A1 | A2 | B1 | B2 | C1 | C2 |
| CLB Stage | 1 | 2-3 | 4-5 | 6-7 | 8-9 | 10-11 | 12 |

CEFR = Common European Framework of Reference for Languages - CLB = Canadian Language Benchmark

Tamwood International College IELTS EXAMINATION PREPARATION PROGRAM

Program Overview

| | |
|-------------------|---|
| Location | Vancouver, Whistler & Toronto |
| Course Length: | 4, 8 or 12 weeks |
| Course Start: | Every Monday |
| Note: | Students join program in progress. |
| Average Class: | 7-12 students |
| Maximum Class: | 18 students |
| Minimum Age: | 17 by the time of graduation |
| Minimum Ability: | Intermediate or above (Tamwood levels 4-7) |
| Lessons: | 32 Lessons each week in Vancouver & Toronto, 20 lessons each week in Whistler |
| Instruction Hour: | 45 minutes – Vancouver & Toronto, 50 minutes – Whistler |
| Course Material: | \$100 materials fee |
| Evaluation: | IELTS Examination costs NOT included in course fees |

Schedule

Tamwood offers a 32 lesson per week program to ensure maximum exposure to the IELTS.

| | |
|-------------|------------------------|
| 8:45-11:45 | IELTS Class (MO - FR) |
| 11:45-12:45 | Lunch Break |
| 12:45-2:15 | IELTS Class (MO - THU) |
| 2:30-3:15 | IELTS Class (MO - THU) |

The IELTS is one of the most requested and recognized tests to assess the English skills of students and professionals around the world. Whether you are thinking about getting into College, pursuing a Post-Graduate Degree or getting a better job, the IELTS will allow you to assess and prove your English skills in all the relevant areas of English, such as reading, writing, listening and speaking.

Most educational institutions and companies around the world would like to know what your IELTS score is before accepting you, and now you have the opportunity to impress them by taking this Exam Preparation Program in one of the best Language Centres in North America.

The Tamwood IELTS course is based on 3 principles: **effective** (high score oriented), **flexible** (transferable English), and **self-study oriented** (students are well equipped with powerful methodologies and testing tactics and they can apply these methodologies to their self-study.)

The main components of the course are:

1. Reading Skills

Develop reading strategies to cope and understand academic English, focusing on overall comprehension, critical reading skills and understanding vocabulary from context. This section of the course will enable students to become more comfortable with advanced reading materials by reading carefully and extensively.

2. Listening Skills

IELTS listening classes concentrate on purpose, meaning, vocabulary and structure. Students will learn a variety of techniques for comprehension. As the students hear each excerpt only once in the test, a lot of practice will be given in drawing quick conclusions and opinions from a listening text.

3. Speaking

The ability to present information in a well-structured and grammatically accurate way will be practiced. Students will gain the ability to speak spontaneously and convey their ideas clearly and coherently. In the integrated tasks, test takers are evaluated on their ability to appropriately synthesize and effectively convey information from the reading and listening material; therefore practice listening and responding to information orally will be a key factor in this area of preparation.

4. Writing Skills

Academic writing skills, such as developing and writing an essay that explains and supports an opinion on an issue, will be practiced. Academic writing style and pre-writing will be fundamental in building the skills for success in this section of the test. Students will have the opportunity to practice and examine different types of writing and produce their own writing as preparation.

5. Vocabulary and Reference

A fundamental part of any ability test; vocabulary development and reference skills such as using a dictionary effectively and efficiently will be practiced throughout the course. Students will be encouraged to infer vocabulary meaning from context and revise and build their vocabulary.

6. Study Procedures

Successful revision and efficient time management and study skills will help the student succeed in his/her test.

Tamwood's IELTS course offers the following advantages:

- Fully trained teachers who will help you strengthen your academic English skills needed for university or your professional career.
- Class time dedicated to discussing test-taking strategies
- Weekly IELTS simulation tests to help get you ready for the exam environment. Students will be able to measure their own accuracy and success with the multiple choice questions for listening and reading based activities. For writing and speaking activities, feedback will be provided constantly by a teacher to be aware of your own speaking and writing style.

Tamwood International College English Pathway Program

This program effectively prepares students for all aspects of North American post-secondary education and teaches advanced oral and written English skills, as well as IELTS preparation. It is dynamic, wide ranging, comprehensive and academically rigorous.

EAP 192

- 12 weeks – 28 lessons/week
- Monthly start dates
- High Intermediate Academic English
- Entry Requirement: Tamwood English Assessment Test into EAP 192, or evidence of any test score equivalent to IELTS 5.0 (subscores in reading and writing must be 5.0, subscores in listening and speaking must be no lower than 4.5).

EAP 193

- 12 weeks – 28 lessons/week
- Monthly start dates
- Low Advanced Academic English level
- Entry Requirement: Tamwood English Assessment Test into EAP 193, EAP 192 with a B - or evidence of any test score equivalent to IELTS 5.5 (subscores in writing and reading must be 5.5; subscores in listening and speaking must be no lower than 5.0).

EAP 194

- 12 weeks – 28 lessons/week
- Monthly start dates
- University Pathway English level
- Entry Requirement: Tamwood English Assessment Test into EAP 194, EAP 193 with a B- or evidence of any test score equivalent to IELTS 6.0 (subscores in writing and reading must be 6.0; subscores in listening and speaking must be no lower than 5.5).

Class Size: Maximum 18 students

Dates Offered Fixed start dates.

See current price sheet for dates and fees.

Description

This is a 12-week level 6 course. (Students can join any week).

The course includes weekly free academic skills workshops covering such skills as:

- Note-taking
- Critical reading and listening skills
- Finding and evaluating sources
- Summarizing, paraphrasing and synthesizing
- Discussion and debating
- Writing essays and research reports
- Conducting surveys
- Quantitative research

- Referencing and writing bibliographies
- Making presentations
- Graded discussions
- Transactional writing (letters and emails)

The EAP students have access to counsellors for advice and guidance in a range of areas:

- Choosing a university and the application process
- Time management, dealing with stress
- Learning from mistakes
- Using student support services
- Volunteering and extra-curricular activities and many more.

The course includes IELTS preparation, and the option to register for an official IELTS test at the end.

Students receive weekly assessment and counselling, as well as assistance with applications

Graduates, as well as students can contact the EAP staff at Tamwood for advice or support.

Tamwood International College
PRIVATE TUITION

Private English Tuition

Locations Offered

Vancouver, Toronto and Whistler

Lessons / Week

1-20 lessons / week

Entry Requirements

- No English skill pre-requisite
- Minimum age: 16 Years in Whistler & Toronto, 17 Years in Vancouver

Course Duration

Minimum 1 week

Description

Private lessons are designed to meet the personal needs and goals of the student. Students can combine private and group lessons. Many students use private lessons to focus on specialized vocabulary for their career. Private lessons are usually offered only in the late afternoons and are offered subject to availability of teachers and space.

Tamwood International -

About us

Who We Are

Tamwood Language Centres is a privately owned English language school with campuses in Vancouver, Toronto and Whistler, Canada. Tamwood was founded in 1993, and is an accredited member of Languages Canada, Tourism Whistler and the Chamber of Commerce in Whistler. Tamwood was nominated at the StudyTravel Star Awards at the Alphe Conference and won all three: Star Junior Program Provider for under 18s ([Tamwood Camps](#)), Star English Language School in North America ([Tamwood Language Centres](#)), and Star Vocational College ([Tamwood Careers](#)) in 2017 and the Star English Language School in North America award again in 2018.

GO International Work and Travel Providers is another division of the Tamwood Group of companies and your answer to the adventure of a lifetime in Canada. We provide you with everything you need to travel, work, study, and live amongst the locals in Canada. GI was founded in 2001, and is a division of Tamwood International. GI offers two work programs without English classes and does the work placements for Tamwood's work and study programs. GI has offices in Vancouver, Toronto, and Whistler and we arrange work placements across Canada. With GI, you will receive the greatest choice in work opportunities, the best travel advice and a stress-free start to your working adventure.

Tamwood Careers is the sister company of Tamwood International College. Tamwood Careers offers vocational/career training programs at the certificate and diploma level in business, hospitality and tourism and entrepreneurship (Global Startup School).

Tamwood International Camps

Summer and winter camps for kids and teens in seven locations in Canada and the USA.

Jobs for You!

GO International works only for our work program participants, sourcing them the best work placements possible in Canada. Whether you want to learn English or you just earn some money for travelling, we can arrange the right placement for you.

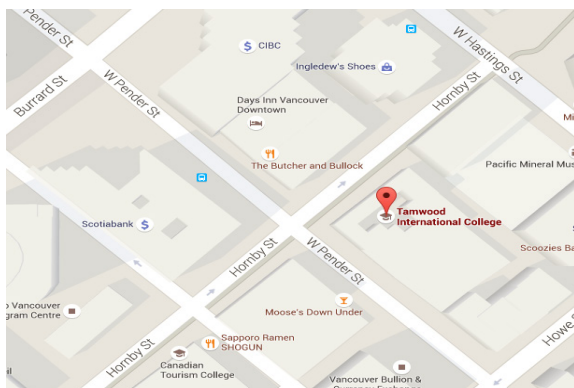
What some participants have said:

"GI arranged a job for me in Whistler as part of my work and study program. Working as a lift attendant is a great way to practice your English because you have to speak to people in English all day, and they really help you learn. "

- Loic, France (English + Work Experience)

VANCOUVER & TORONTO CAMPUS-GENERAL INFORMATION

How to get to Tamwood's Vancouver Campus



Tamwood's Vancouver campus is located downtown Vancouver. Students arriving at the Vancouver airport who have requested transfers will be met at the Vancouver airport and taken to their homestay or to the residence (if they are staying in residence) by a Tamwood driver or by their homestay family. Sometimes the arrival area in the airport is very busy making it hard for the Tamwood staff member to spot a student. Please tell students to look for a person holding a sign saying either Tamwood or the student's name. If the student cannot find the airport driver for some reason, please advise the student to call one of the airport arrival emergency telephone numbers, which are both a local call from the airport.

Students who have not requested airport pick-up can get to the Tamwood campus by taxi or bus.

Homestay families will take the student to the school on the first day or give the student directions on how to get there on their own.

Address: 200-889 West Pender St., Vancouver, BC V6C 3B2

How to get to Tamwood's Toronto Campus



Transit in Toronto is highly accessible with most students taking the subway to school everyday. The Tamwood Campus is located one block west of the Bloor & Yonge subway station. Our newly renovated and bright coloured facility includes five classrooms, student lounge, dining area, and complimentary Wi-Fi.

The Toronto transit system, www.ttc.ca, is made up of a network of buses, streetcars, and subway. The TTC provides transit services covering the entire city of Toronto – getting around the city is convenient, easily accessible and often provides upclose views of the city's colourful neighborhoods.

Students arriving at the Toronto airport who have requested transfers will be met at the Toronto airport and taken to their homestay. Please tell students to look for a person holding a sign saying either Tamwood or the student's name. If the student cannot find the airport driver for some reason, please advise the student to call one of the airport arrival emergency telephone numbers, which are both a local call from the airport.

Students who have not requested airport pick-up can get to the Tamwood campus by taxi, bus or subway.

Address: 80 Bloor St West, Suite 1200 Toronto, ON M5S 2Y1

Monday Morning Orientation for new English students at the Vancouver & Toronto Campus

Upon arrival to Tamwood International College, new students are given an orientation of the school and its surrounding area and a Student Information Guide containing a map of Vancouver/Toronto/Whistler and the Rules & Regulations of the school.

- Students are given an explanation of the school policies, rules and regulations
- Students are given a student enrollment contract to sign and date and a copy is returned to the student
- The student is given a walking tour of surrounding amenities and areas of interests
- A Placement Test is completed
- The student takes an Oral Interview to assist in Class Placement
- Placement is made into an appropriate Class Level
- The student is introduced to all staff
- The student is given instructions on how to make international telephone calls if requested, send mail, use the public transit system, open a bank account and get a library card

Activities

Students are asked to check the calendar in the common area for the weekly and monthly activities. Some of the activities that students can attend with the Tamwood Activity Coordinator include group dinners, going to movies, attending concerts or plays, visiting museums, art galleries and special attractions and participating in sporting events.

Excursions

Tamwood also offers more extensive activities on a weekly basis, which include weekend trips. In Vancouver, it includes places such as Whistler, Seattle and Victoria, cultural outings, field trips, camping trips, and Canadian social activities in the community. In Toronto, week trips include Niagara Falls, Montreal, Ottawa, Quebec City, New York City (USA), Chicago (USA) and Algonquin Park. All of our activities are "English based" and our "English Only" policy is in effect throughout all activities. Students or groups wanting to do special activities or excursions should speak to Tamwood's Activity Coordinator or Academic Director in advance to make the necessary arrangements.

English Only Policy

Students are strictly monitored to ensure that they speak ENGLISH ONLY while in the classroom, on campus, or out on activities, as Tamwood feels this is an important aspect of the English language experience.

Tamwood Certificates

Tamwood had designed a two-tiered certification policy. The highest achievement is a Tamwood Honorary Graduating Certificate for those who have accomplished an 80% average or above while studying at Tamwood. The second level is the Tamwood Certificate of Completion, which is awarded to all students who pass their program and have a good record of attendance. Students that have a poor record of attendance, or are consistently late, receive no certificate of completion. Students will also receive a course completion assessment letter which describes the abilities and level a student has achieved while at Tamwood.

Class Sizes

All of Tamwood's classes are small, usually around 9-15 students for every teacher. The maximum number of students permitted in any one class is 18.

Nationality and Age of Students

Tamwood is an international college that draws students from all over the world, including such places as Brazil, Japan, Mexico, Korea, Taiwan, Argentina, Colombia, Switzerland and France. The average age of the students at Tamwood from September to June is 26 years and in July and August is 22 years.

Student Visas

International students intending to study at Tamwood for more than six months require a Study Permit in order to enter Canada. Students who intend to study for less than six months may require a Temporary Resident Permit to enter Canada depending on their nationality. Students should obtain their Visa from the Canadian Embassy or Consulate before coming to Canada. Visas may take as long as two months to process, therefore students should apply for their Visa as soon as possible. In order to obtain a Visa, students must possess a valid passport, a letter of acceptance from Tamwood International College and sufficient funds to live and study in Canada. Students from certain countries are also required to provide biometrics. Biometrics are good for 10 years.

Program Change Fee Policy

Students will be charged a course change fee if, after they have registered, they change their course dates or accommodation dates. Any change that results in a shortening of the course duration or a downgrade in the course intensity will be subject to Tamwood's refund policy. Tuition fees are non-transferable.

Vacation Policy for Students

Tamwood will allow English students can take between 1-12 weeks depending on their program and have to come and ask The Campus Manager 1 week in advance of the start of their program. They can add that vacation time to the end of their studies. Career students can take a week off during their program but need for it to be approved by the Campus Manager first. Tamwood will not refund students for the period they miss while on vacation but will extend the dates of their course for the number of weeks that they missed while on vacation. Tamwood is not able to extend the student's homestay without charging for the extra weeks. The student must notify the Campus Manager in writing at least 1 weeks prior to the planned vacation. The letter must include the student number, length of vacation and expected date of return. A student may not take a vacation if their visa will expire prior to the completion of their program. Students' requests for longer vacations will be considered on a case by case basis.

Registration Fee Policy - for students applying to more than one program at more than one campus

Students who combine Tamwood courses at two or more campuses will be charged only one registration fee. The registration fee that will be charged is the published registration fee for the first campus the student will attend.

TAMWOOD ACCOMMODATION OPTIONS IN VANCOUVER & TORONTO

HOMESTAY*

Contact with Canadians is a key component of learning English. For this reason we suggest that students stay in the homes of local people. All of our homes are visited and evaluated by our Accommodation Manager. We suggest that students start their homestay at least 2 days before their school program begins, in order to adjust to their new environment.

Homestay students are placed with carefully selected Canadian families that offer a secure and friendly environment. The host family provides basic information on how to function in Canada such as: how to use the bus system to go to and from school, where to shop, and how to get to such places as the local library, the neighborhood recreation centre and the nearest pharmacy.

| Student Homestay |
|--|
| <p>Single or shared room Full-Equipped bedroom Access to telephone (all long distance calls using student's calling card) Access to laundry facilities Shared bathroom facilities Maximum 4 international students hosted in the home.</p> |

Meal Plan Options

| | |
|--|---|
| Full Board Breakfast, packed lunch and evening meal Monday to Friday Breakfast and lunch, or brunch, and evening meal on weekends | Half Board Breakfast and evening meal Monday to Friday Breakfast and main meal (lunch or dinner) on weekends |
|--|---|

Homestay – Teen Winter and Summer Programs

For students under 18 years of age. Families provide a higher level of support and supervision in order to meet the levels of support and supervision needed by younger students. Includes all features of Student Homestay Full Board.

Distance to School

Homestays are on average 45-50 minutes away from the school by bus, sky train (Vancouver) or subway (Toronto).

Family Profiles

Tamwood host families have many different cultural backgrounds and not all are traditional families with a mother, father and two children, but all are welcoming and caring hosts who are happy to share their home and their experiences with Tamwood students.

Homestay Check in and out Policy

Students who check in or check out when they have arrived and they have been able to get the flights.

APARTMENTS, HOTELS AND HOSTELS*

Although Tamwood recommends Homestay as part of the Canadian Cultural experience, students have many other options for accommodation in Vancouver, Toronto and Whistler. Tamwood can assist students in finding safe and clean housing in apartments, hotels or hostels depending on their requirements to suit all budgets.

** Contact the Accommodation Manager for prices en room availability.*

| |
|--|
| TAMWOOD PACKING LIST FOR VANCOUVER STUDENTS |
|--|

Essentials Items to Pack:

1. Personal identification
 - ❑ Casual clothing for school and social events
 - ❑ Sportswear for activities (comfortable clothing and running shoes)
 - ❑ Rain Gear - an umbrella and rain jacket (Vancouver is a rainy city at times)
 - ❑ Toiletries (shampoo, soap, toothpaste etc.)
 - ❑ Swimsuit
 - ❑ A backpack or brief case for carrying books and materials to school
 - ❑ Medical Insurance to cover your length of stay (this can be purchased at Tamwood)
 - ❑ A copy of your prescription if you wear glasses or contact lenses
 - ❑ Any medications that you are required to take
 - ❑ An English language dictionary
 - ❑ A notebook to record new words and other information you learn while outside of class
 - ❑ Coffee cup and water bottle for school
 - ❑ A tablet or laptop for class activities

Additional Items to Pack Based on Season:

March - May

Temperatures range from 5-25 degrees Celsius during the day and 5-15 degrees at night. It tends to rain more in March and April than May but the rain is usually light so often an umbrella is not necessary.

- ❑ Light jacket/coat
- ❑ A sweater or other warm top or pull-over
- ❑ Ski or Snowboard Equipment if you like to ski/snowboard (the mountains are open for skiing until the end of April)
- ❑ Rollerblades, tennis racket or equipment for any other sports that you enjoy

June – October

Temperatures range from 17-33 degrees Celsius during the day and 10-25 degrees at night. It can rain in June and October but July, August and September are usually hot and dry!

- ❑ Camping supplies - sleeping bag, small tent etc. (if you enjoy the outdoors)
- ❑ Sun Protection Cream
- ❑ Light jacket
- ❑ Shorts, T-shirts, sundresses (for women) and other light summer clothes
- ❑ Rollerblades, tennis racket or equipment for any other sports that you enjoy

November– February

Temperatures range from 5-15 degrees Celsius during the day and -2 to 5 degrees at night. It rarely snows in Vancouver but there is snow in the local mountains and some frost at nights in the city.

1. Warm clothing including a sweater or pull-over, gloves and a hat for cold nights
2. Warm, heavy jacket
3. Comfortable, warm shoes or boots (preferably waterproof)
4. Ski or snowboard equipment (if you enjoy the mountains)

TYPICAL ACTIVITY COSTS - VANCOUVER

| Description of Activity | Approximate Cost per person (Can \$) |
|--|--|
| Health club memberships (YWCA) | \$52.00-\$65.00/month |
| Dinner for 1 in a local restaurant | \$20.00 |
| A beer or cocktail at a restaurant or bar | \$5.00 |
| A movie at a movie theatre anywhere in Vancouver | \$10-\$15 |
| A play or performance at a theatre | \$8.00-\$25.00 |
| Lunch at a fast food establishment (ex: McDonald's) | \$10.00 |
| Day Passes to ski or snowboard at Whistler Mountain | \$100.00 |
| Equipment Rental for skiing or snowboarding | \$40.00/day |
| Bus, Sky train and Sea bus fare anywhere in Vancouver | \$10.25 (return trip daily), \$98.00 - \$177.00 (monthly) |
| Bus fare to Whistler B.C. | \$30.00-\$35.00/one way |
| Library Rentals of books and videos | no cost |
| International Jazz Festival (summer months) | no cost for select performances |
| Bike rentals and bike tours around Vancouver, led by a Tamwood staff | 20.00-25.00/day |
| Christmas, Halloween, Valentine's, New Year Parties | no cost |
| Potluck Lunch and Social | low cost |
| Foosball Tournaments | low cost |
| Volleyball Tournaments at Vancouver Beaches | no cost |
| Hikes in and around Vancouver | no cost |
| Festivals and Parades in and around Vancouver | no cost |
| Movie and popcorn social at Tamwood (weekly) | no cost |
| Nightclub admission fees | no cost - \$10.00 |
| Art Gallery tours | low cost |
| Description of Excursions | Approximate Cost per person (Can \$) |
| Whistler Sightseeing Day Trip | \$55.00 -\$70 for an organized tour |
| A Day in Victoria, on Vancouver Island | If you travel by bus and ferry on your own, it costs \$49.50 one way. If you go to Victoria with Tamwood on its organized tour, the tour costs \$90.00 -\$120.00 depending on the number of students on the tour and includes a tour guide, transportation to and around Victoria and all activities |
| Whistler Ski/Snowboard Trip | \$175.00 (meals and rental fees are extra. See above) Equipment is extra. See above for prices. |

Please note: These prices may or may not include taxes.

These prices are approximate and are subject to change without notice

SAMPLE ACTIVITY SCHEDULE IN VANCOUVER






















| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|---|--|--|---|---|
| 1 Whistler Sightseeing  See Club ESL | 2 Cat Café?!  \$ 7 3:20 | 3 Halloween Costume Shopping  \$ De- 3:30 | 4 Tennis  \$ Free 3:30 | 5 FUNDRAISER  \$ De- 12pm | 6 Hiking  \$ Free 12pm | 7 Victoria Sightseeing  See Club ESL |
| 8 Richmond Night Market—LAST DAY!  Look Online | 9 NO SCHOOL!  | 10 Art Gallery  \$ 5 3:30 | 11 Chicken Wings  \$ 10 3:30 | 12 Coffee Chat  \$ 5 3:30 | 13 Kayaking  \$ 30 12pm | 14 Halloween Expo  Look Online |
| 15 Halloween Parade!  Look Online | 16 Costume Shopping!  \$ De- 3:30 | 17 \$7 Burger & Beer @ The Met  \$ \$7 3:30 | 18 Fright Night At Playland  \$ 30 6pm | 19 Cartems Donuts -Yum!  \$ 5 3:30 | 20 Curling  \$ 25 12pm | 21 LAST DAY for...  Look Online |
| 22 Seattle Sightseeing  See Club ESL | 23 Scary Movie  \$ Free 4:30 | 24 Cosmic Bowling  \$ \$5 3:30 | 25 Fly Over Canada— Halloween  \$ 18 3:30 | 26 \$5 Food!  \$ 5 3:30 | 27 Garden & Bloedel Conservatory  \$ 6 12pm | 28 Victoria Sightseeing  See Club ESL |
| 29 Seattle Sightseeing  See Club ESL | 30 Ghost Train  \$ 12 6pm | 31 Halloween Costume Contest  \$ Free 3:30 | October | | Activities are subject to change without notice. Prices are estimates. Ask a leader if you have any questions. | |

SAMPLE ACTIVITY SCHEDULE IN TORONTO

October 2017 Activity Calendar (Toronto Campus)

NOTE: Activities are subject to change without notice.
Ask Yumin if you have any questions.



| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|--|---|--|
| 2 NEW STDUENTS ORIENTAION  Board Game @ Snakes and Lattes \$6 or more Filipe | 3 Bowling at Ballroom with Yumin \$10 or more  | 4 Wednesday Study Group 3:00 PM Crocodile Night Drinks at \$2.50 Cover \$5 with Milena <i>STUDYING IN PROGRESS!</i>  | 5 Cheese Cake and Chat Future Bistro 4:15 PM  | 6 GRADUATION & INFO SESSION POTLUCK!!!!  |
| 9 Thanksgiving Holiday – School Closed | 10 HALF PRICE MOVIE Cineplex \$8 with Milena  | 11 IELTS Speaking Club with Yumin 3:00 PM  | 12 Dancing Night Orchid \$15 Government ID Required 10 PM  | 13 GRADUATION & INFO SESSION Teacher Susan's Workshop Soccer Club with Filipe  |
| 16 NEW STDUENTS ORIENTAION  | 17 HALF PRICE WINGS with Yumin \$10 or Less 4:15 PM  | 18 Wednesday Study Group 3:00 PM Crocodile Night Drinks at \$2.50 Cover \$5 with Milena <i>STUDYING IN PROGRESS!</i>  | 19 Rock Climbing \$19 (Student ID required)  | 20 GRADUATION & INFORMATION SESSION Teacher Neill's Workshop Soccer Club with Filipe  |
| 23 NEW STDUENTS ORIENTAION  | 24 HALF PRICE WINGS or Tacos with Yumin \$10 or Less 4:15 PM  | 25 IELTS Speaking Club with Yumin 3:00 PM  | 26 Café Crepe \$ 10 or More Milena/Filipe  | 27 GRADUATION & INFORMATION SESSION Teacher George's Workshop Soccer Club with Filipe  |
| 30 Nutella Café with Milena \$10 or More 4:15 PM  | 31 Halloween Party No Class Pumpkin Carving Face Painting Contest  |  Like us on Facebook: www.facebook.com/tamwood.international & Join the Group: Tamwood Toronto Also, check out our Blog: https://tamwoodblog.wordpress.com http://www.instagram.com/tamwoodadults https://www.instagram.com/tamwoodcareers | | |

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|---|
| TAMWOOD PACKING LIST FOR TORONTO STUDENTS |
|---|

Essentials Items to Pack:

- ❑ Personal identification
- ❑ Casual clothing for school and social events
- ❑ Sportswear for activities (comfortable clothing and running shoes)
- ❑ Rain Gear - an Umbrella and rain jacket
- ❑ Toiletries (shampoo, soap, toothpaste etc.)
- ❑ Swimsuit
- ❑ A backpack or brief case for carrying books and materials to school
- ❑ Medical Insurance to cover your length of stay (this can be purchased at Tamwood)
- ❑ A copy of your prescription if you wear glasses or contact lenses
- ❑ Any medications that you are required to take
- ❑ An English dictionary
- ❑ A notebook to record new words and other information you learn while outside of class
- ❑ Coffee cup and water bottle for school
- ❑ A tablet or laptop for class activities

Additional Items to Pack Based on Season:

Winter

- ❑ Warm coat, duck or goose down filled coats are the warmest
- ❑ A sweater or other warm top or pull-over
- ❑ Warm gloves, scarves, wool hat or ear muffs, and warm, insulated boots

Spring and Summer

- ❑ Camping supplies - sleeping bag, small tent etc. (if you enjoy the outdoors)
- ❑ Sun Protection Cream
- ❑ Light jacket
- ❑ Shorts, T-shirts, sundresses (for women) and other light summer clothes
- ❑ Rollerblades, tennis racket or equipment for any other sports that you enjoy

Autumn

- ❑ Warm clothing including a sweater or pull-over, gloves and a hat for cold nights
- ❑ Warm jacket
- ❑ Comfortable, warm shoes or boots (preferably waterproof)
- ❑ Umbrella

TYPICAL ACTIVITY COSTS IN TORONTO

| Description of Activity | Approximate Cost per person (Can \$) |
|---|---|
| Health club memberships (Good Life Fitness) | \$50.00/month |
| Dinner for 1 in a local restaurant | \$20.00 avg. |
| A beer or cocktail at a restaurant or bar | \$10.00 avg. |
| A movie at a movie theatre anywhere in Toronto | \$10- \$25 |
| A play or performance at a theatre | \$50.00-\$130.00 |
| Lunch at a fast food establishment (ex: McDonald's) | \$12.00 |
| Bus, Streetcar, Subway fare anywhere in Toronto | \$3.25 single, \$146.25 (monthly) |
| Bus fare to Niagara Falls with Tours | \$56-95 |
| Library Rentals of books and videos | no cost |
| International Jazz Festival (summer months) | no cost for select performances |
| Bike rentals and bike tours around Toronto, led by a Tamwood staff | 15.00/hour for 1 st hour/\$3.00 each additional hour |
| Christmas, Halloween, Valentine's, New Year Parties | no cost |
| Potluck Lunch and Social | low cost |
| Volleyball Tournaments at Woodbine Beach | no cost |
| Hikes in and around Toronto | no cost |
| Festivals and Parades in and around Toronto | no cost |
| Movie and popcorn social at Tamwood (weekly) | no cost |
| Nightclub admission fees | \$10.00 and up |
| Art Gallery tours | no cost, Art Gallery of Ontario has an entrance fee: \$19. ADULT/\$11.STUDENT |
| Description of Excursions | Approximate Cost per person (Can \$) |
| Niagara Falls Wonder Pass | \$65+ |
| Canada's Wonderland. Amusement park just north of Toronto with an amazing collection of thrilling roller-coaster rides. A favorite day excursion for students | \$39.99 Single Day Pass includes all rides. \$74.99 Season Pass per person. This is the choice of many students because they like to return over and over again |
| Toronto Zoo, one of the world's largest! See animals from all corners of the Earth | \$29.00 per day |
| Weekend Trip to Ottawa/Montreal/Quebec City | \$269-\$339 |
| Weekend Trip to New York City (US visa is required) | \$349-\$369 |

| | |
|--|-------|
| Weekend Trip to Chicago (US visa is required | \$389 |
| Boat Cruises around Toronto island (summer only) | \$25 |

*Please note: These prices may or may not include taxes.
These prices are approximate and are subject to change without notice*

WHISTLER CAMPUS

GENERAL ENGLISH COURSES

Tamwood has created its own unique curriculum, which teaches students to communicate effectively in English. The main objectives of the General English program at Tamwood are to develop students' communication skills in English; to improve their grammar, vocabulary and pronunciation; and to work on the key language areas of speaking, listening, reading and writing, according to each student's needs.

KEY FACTS

Class Size

Average 14 students per class (maximum class size is 17).

English Levels

Tamwood's curriculum is divided into 7 levels, from Zero Beginner to High Advanced. Levels 2-6 are offered in both group and private lessons. Level 1 is only available in private lessons. Levels for afternoon Language Workshops starts at level 3.

Lessons

One lesson = 50 minutes

Course Books and Materials

The grammar class uses a core textbook and in all other classes, students use supplementary materials and multimedia.

Teaching Time

All lessons are 50 minutes so a 20 lesson course includes 20 lessons of contact teaching time.

Testing and Evaluations

Students are given a placement test on their first day and regular tests and progress reports throughout their course to ensure that they are achieving their language learning goals.

Minimum Course Length

1 week. There is no upper limit.

Minimum Age

16. No upper age limit.

Start Dates and Fees

See price sheets. Start dates are Monday of each week (except when the school is closed on the Monday due to a Public Holiday).

Class Options:

Winter Schedule (December to April) for Core 20

| Core 20 - 20 lessons/week | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:45-11:30 | Essential English Class | Essential English Class | Essential English Class | Essential English Class | Essential English Class |
| 11:30-4:00 | Free Time to Ski/Ride | Free Time to Ski/Ride | Free Time to Ski/Ride | Free Time to Ski/Ride | Free Time to Ski/Ride |
| 4:00-5:05 | English for Real Life | English for Real Life | English for Real Life | English for Real Life | |

Summer Schedule (May to October) for Core 20

| Core 20 - 20 lessons/week | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:45-11:30 | Essential English Class | Essential English Class | Essential English Class | Essential English Class | Essential English Class |
| 12:00-1:05 | English for Real Life | English for Real Life | English for Real Life | English for Real Life | Free Time |
| 1:05-5:00 | Free Time | Free Time | Free Time | Free Time | |

Year Round Schedule for Basic 15

| Basic 15 - 15 lessons/week | | | | | |
|----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:45-11:30 | Essential English Class | Essential English Class | Essential English Class | Essential English Class | Essential English Class |
| 12:00-5:00 | Free Time to Ski/Ride | Free Time to Ski/Ride | Free Time to Ski/Ride | Free Time to Ski/Ride | Free Time to Ski/Ride |

Operating Season

The Whistler school offers part-time and full-time English courses on a year round basis and students can start in either program any week in the year.

School Contact Information

Tel: (coming soon)

Fax: (coming soon)

Emergency Phone for Airport arrivals: +1 604-657-2423 (local number from Vancouver)

Accommodation Options in Whistler

Homestay

Homestay students are placed with carefully selected Canadian families that offer a secure and friendly environment. Students are provided with a private bedroom, bathroom facilities, meals and contact with English speaking Canadians every day. The host family provides basic information on how to function in Canada such as: how to use the bus system to go to and from school, where to shop, and how to get to the local library, bank, recreation centre and pharmacy.

As Whistler is such a popular ski resort with more hotels than homes, the number of available host families in Whistler is limited. Therefore, students will be assigned to single room or double room on a first-come-first-served basis and may be advised that for the dates they have selected, only double room or only single room accommodation is available. A student can request a double room but it may be that Tamwood cannot pair the student with another student for his full study period in which case the student will be charged for a single room in the weeks he is alone in his room.

Student Residence

Tamwood operates a student residence in Whistler. This house has dorm rooms (3 or 4 sharing), shared kitchen, living and dining areas, shared bathrooms and laundry. Meals are not provided as accommodation is self-catering.

Hostels

Tamwood works with a variety of local youth hostels and residences in Whistler which offer clean, safe and affordable accommodations for up to 4 week stays. Please contact Tamwood for list of options and pricing.

Hotels

In Whistler, adult students usually choose host family accommodation unless they are prepared to pay the cost of hotels which can be quite expensive in the high season (December to May). Students who are interested in hotel accommodation can contact Tamwood for list of hotels, lodges and B&B's.

First Day Schedule:

Reporting Time of First Monday : 8:30-8:45 am

Orientation Activities on First Monday

8:45-11:30:

Welcome Address: intro of new students to the student body

School Orientation and Campus Tour

English Placement Test

Class Sizes

Maximum Number of Students in English Class-17

English Only Policy

Students are strictly monitored to ensure that they speak ENGLISH ONLY while in the classroom, on campus, or out on activities, as Tamwood feels this is an important aspect of the English language experience.

Tamwood Certificates

Tamwood Languages Centre Certificate of Completion. Students that have a poor record of attendance, or are consistently late, receive no certificate of completion.

Nationality and Age of Students

Tamwood is an international college that draws students from all over the world, including such places as Brazil, Japan, Mexico, Korea, Taiwan, Argentina, Columbia, Switzerland, France and Eastern Europe. The average age of the students at Tamwood in Whistler is 22 years.

Airport Transfers

See next Page

Please advise Tamwood of any last minute changes in the student's flight schedule by contacting Tamwood's Vancouver office by fax or telephone before 5:00 pm (Vancouver time) on the Friday before your student's scheduled arrival, and after that time by calling the Whistler emergency number.

Weekend and Evening Activities

Tamwood's staff organizes regular evening activities and weekend excursions. All activities and excursions are optional and are not included in the price of any of the programs. Evening activities include parties, dinners, movie nights, dancing, ice skating and pub nights. The staff is full of good ideas about things students can do on the weekends and in their free time in Whistler.

Transportation

Distance to Whistler from Vancouver International Airport - 2.5 hours by bus

Distance of Average Homestay Family from Whistler School - 15 minutes by bus

Cost of Whistler Monthly Bus Pass - C\$50, one ride is \$2.50

Time Schedule of Buses in Whistler – 5:30 am~3:00am (late at night students may also choose to take a taxi to their home as the bus runs less frequently)

Whistler Student Arrival and Departure Instructions

WHISTLER SHUTTLE (MOST POPULAR OPTION)

Price/person: **\$170** including tax , gratuity and extra fee for drop off to private accommodation

This shuttle **does not operate during late night or early morning**. See operational hours below:

- **Summer Season:** April 22 – November 22 | 8AM – 8PM Daily, Pacific Standard Time
 - **Winter Season:** November 23 – April 21 | 8AM – 11PM Daily, Pacific Standard Time
- ⇒ The Whistler shuttle will meet delayed flights arriving as late as 8:30PM in summer season and as late as 11:30PM in winter season.

Vehicle Type: The Whistler Shuttle runs 3 types of vehicles => a 10 passenger Mercedes Sprinter, 20 passenger Ford luxury minibuses and full-sized motor coaches. The number of people booked onto any one departure will dictate what vehicle is allocated, and this cannot be guaranteed in advance.

Luggage Limits - The Whistler Shuttle permits 2 suitcases, 1 snowboard/ski bag and 1 carry-on.

How it works- Bus Company Representatives meet flights that are scheduled to arrive between 07:30 and 23:00 (20:00 in Spring and Summer) and will get you on the next available shuttle van, mini-bus or highway coach to Whistler.

TAXI SERVICE

For students arriving during late or early hours, or prefer to use a more private service, we offer a **taxi service** that runs 24/7.

Price/person: **\$480** including tax, gratuity and extra fee for drop off to private accommodation

Luggage Limits – Important, the Taxi can only fit 2 pieces of regular luggage. No ski or snowboard bags. Students who want to bring ski or snowboard equipment should take the Shuttle or contact us for other transportation options.

How it works- The taxi driver will be in the arrivals area, waiting for you with a sign with your name on it. You will receive a confirmation email from Tamwood after booking your transfer that contains the phone number to call in the event you cannot locate your driver.

ARRIVAL INSTRUCTIONS FOR WHISTLER SHUTTLE

International Terminal

- After collecting your baggage & final customs clearance, you will enter a room with a large mural of a BC beach; this will be straight ahead of you and is before you enter the general public area.
- The Whistler Connection desk is immediately to the left of this beach mural. Our representative will be standing next to the desk with a sign saying "Whistler Shuttle".

Domestic Terminal

- At the luggage claim area, the Whistler Connection representative will be waiting by the stone wall holding a sign saying "Whistler Shuttle".
- If passengers do not see the representative right away, they must remain in this area as the representative will come back to this spot.

Still Can't Find Representative?

- All passengers should have the back-up cell number 604-418-2448 or 1.800.944.7853. This number may be used if passengers are unable to make contact with the representative.
- Assistance is also available at the Information Desk in the middle of the International Arrivals Lobby.

Delayed Flights

- The Whistler shuttle will meet delayed flights arriving as late as 8:30PM in summer season and as late as 11:30PM in winter season.
- If your flight touches the ground after the above times, you must call the airport representative at 604-418-2448 or 1.800.944.7853 to reschedule your shuttle to Whistler the following morning.

Wait Time Guarantee

For bookings made more than 72 hours in advance of arrival, the following wait time guarantee apply:

- A 1-hour guarantee applies to flights arriving between 7AM and 8PM, and 2-hour wait guarantee applies to flights arriving between 8PM – 11PM.
- The clock starts running after you have collected your baggage and have been met by the airport representative.
- You must reserve at least 72 hours (3 days) in advance in order to qualify for the applicable wait time guarantees. Unfortunately, we cannot guarantee your departure time if you book inside of 72 hours, however, this will still be the fastest shared transfer option available departing Vancouver International Airport (YVR).

Arrival Instruction for students taking TAXI:

After you collect your luggage and step outside of the luggage collection area (or customs area for international arrivals) , your driver will be waiting for you, holding a sign with your name on it. If you are not able to locate your driver please call the phone number provided on your confirmation form.

Cancellation Policy and Charges

The cancellation policy allows you to cancel anytime up to 72 hours before your scheduled travel time and is subject to a 20% administrative fee. Cancellations inside of 72 hours are non-refundable.

Tamwood Emergency Phone Number if students are lost: 1-604-657-2423

Return Transfer

The clients will receive information concerning their return transfers from the campus manager approximately 1 week prior to departure. This will confirm the air travel information that we have on record for them, and state the specific departure time for their return transfer to the airport (which is 5 to 6 hours before flight time). If there is not a specific returning flight (e.g. Vancouver Hotel stay) the clients are called 3 days out and offered a selection of times for their transfer to Vancouver.

WHISTLER – ACTIVITY OPTIONS

Winter Activities

When it comes to skiing and riding, Whistler Blackcomb offers it all. Choose from steep, deep, chutes, high alpine bowls, glades, superb corduroy, long cruisers, and gentle rollers. Riders and skiers will revel in the parks and pipes on Blackcomb, the World Cup Superpipe, plus natural launch pads, hits, wind-lips, cornices, cliff drops, and ridges - the place is like a huge, natural terrain park!

When you're done exploring the 7,000 plus acres of terrain on both mountains, and have skied the longest run (11 km), you can head down to the valley and experience Village life. With so many restaurants, shops, indoor activities and après and nightlife options, the village is always an exciting place for students.

On days when you do not go up Whistler or Blackcomb, you can keep busy doing many other activities in Whistler including:

snowmobiling, spas and massage, Ziptrek Ecotours, horse drawn sleigh rides, heli-skiing and boarding, cross country (Nordic) skiing, dog sledding, flight seeing, snow cat tours, snowshoeing and Tamwood weekend getaways to Vancouver for NHL hockey games and sightseeing.

Skiing and Snowboarding

From late November until late May, students studying at Tamwood in Whistler have the opportunity to ski and snowboard on both Whistler and Blackcomb Mountains, which together make form one of the world's top ski/snowboard destinations. Host venue for the 2010 winter Olympics, Whistler is a four season resort should visit at least once.

DISCOUNTED LIFT TICKETS

Students can purchase lift tickets to ski or snowboard both Whistler and Blackcomb mountains.

Students can get unlimited full season lift pass through Tamwood. The full season pass allows students to use the lifts 7 days of the week from opening day of the season (last weekend in November) until the regular season ends in late May.

The season's pass also provides free sightseeing on the gondola all summer.

Other lift passes can be purchased directly through the Blackcomb website.



Ski and Snowboard Lessons

From December until the end of May, students can combine a Part-time or Full-time English course with private half-day ski or snowboard lessons or weekend group lessons given by the world famous Whistler Blackcomb Ski and Snowboard School. Contact Tamwood for current prices as rates depend on dates and group size.

Summer Activities

Summer Activities in the Valley

Whistler resort is a summer student's dream! Where else can you study English in the morning and in the afternoon try one of the following exciting activities offered within minutes of the school:

Jet boat tours, Hummer tours, horse riding, fly fishing, mountain biking, hiking, glacier tours, gondola rides, mountaineering, rock climbing, kayak and canoe tours, bungee jumping, yoga,

swimming, bear watching, 4x4 tours, river rafting, paint ball, ATV tours, art tours, pottery classes and lakeside sun tanning!

Mountain Biking

From June to October, students can combine their General English course with a summer lift pass for the lift-accessed Mountain Bike Park. Students with a Mountain Bike Park Summer Pass can ride the lifts and the bike park trails without a guide. Facts about the Lift Accessed Mountain Bike Park:

| | |
|--------------------------------|------------------|
| Vertical Drop | 1220m/4800ft |
| Lift length | 2156m/7073' |
| Approximate distance/trail | 4.3km/1.66 miles |
| # of bike carriers on the lift | 43 |
| Estimated riding time | 15+ minutes |
| Your first run | Priceless |
| #of trails (Park total) | 44 |

Tennis and Golf

With three championship design golf courses and two tennis clubs, Whistler offers students lots of options for playing golf/tennis and for taking lessons to improve their skills in either sport. All clubs offer top Canadian coaches for individual and group lesson programs. Tamwood can assist students in registering for group or private tennis and/or golf lessons during their stay.

Glacier Ski & Snowboarding

From early June until the end of July, students can spend their weekends skiing and snowboarding in the high alpine on the Horstman Glacier. The lifts open to the public at 11:00 and close at 15:00 which give students plenty of time to work on their turns, tricks and tans.

Water Sports

From early June until the end of September the lakes in Whistler start to warm up and there is plenty to do on the lakes. From swimming to canoeing, sailing, kayaking, stand-up paddleboarding to wake surfing, there are countless activities to keep you cool during the summer in Whistler.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|--|---|---|---|--|
| Activity Calendar 2018 Whistler Campus | | 4 Bingo Night Grab some friends and head down to Tapley's Pub for Tuesday night Bingo!  Free 8pm | 5 Figure Drawing Head to the Maury Young Arts Centre and practice drawing live models. BYO art supplies.  \$16 6pm | 6 Felt Ornaments Create your own holiday decorations at the Maury Young Arts Centre.  \$35 7pm | 7 Ski with Egglid Meet up with students past and present to ski / board!  Free 12pm | 8 Winter Fair Browse the local artisan market for Christmas gifts at Whistler's Waldorf School.  Free 10-2pm |
| December | 10 Whistler walking tour! Every Monday, join your teacher on a walking tour to welcome our new students!  Free 12pm | 11 Trade Show Visit the Conference Centre and help promote Tamwood to the Whistler Community!  Free 2-6pm | 12 Cannibal the Musical Written by the creators of South Park, spend the night laughing at the Maury Young.  \$15 7pm | 13 Yoga with Luna Find your flow on Thursdays with a 90 minute practice at the Maury Young!  \$3 5:30pm | 14 Outdoor Skating Free outdoor ice skating at Whistler's Olympic Plaza!  \$6 (to hire skates) 2:30-5pm | 15 Learn Photography A two-part, hands-on beginners photography course at Whistler's Library.  Free 2pm |
| | 17 Club Night Get on the list at Maxx Fish and party the night away!  Free 9pm | 18 Karaoke Night Scoot down to Whistler's longest running karaoke night at the Crystal Lounge!  Free 9pm | 19 SkiiTour Après Ski, eat, drink and rave with Monster Energy and local legends at the GLC.  Free 4-7pm | 20 Winter Feast A night of Indigenous foods, beverages and performances at the Lil'wat Cultural Centre.  \$65 5:45pm | 21 Santa's Sleigh Help the Whistler Firefighters raise money for burn survivors in their annual photos with Santa!  \$ By donation 3pm | 22 Gingerbread House Get into the Christmas Spirit with a visit to Creekside's own Gingerbread House!  Free 8am-8pm |
| | 24 Games Night! Grab a friend or make some new ones while playing games at Whistler's Library.  Free 7-9pm | 25 No school day  | 26 Boxing Day Meet your friends for a drink at Three Below, then a movie at the Village 8 Cinema.  \$13 6pm | 27 Brewhouse Tour Every Thursday, tour our local brewery and learn about making beer!  Free 3pm | 28 Audain Tour Take an hour long guided tour of the Art Museum.  \$15 1pm | 29 Made in Whistler Pop down to the Westin Hotel every Saturday in December to shop at the local artisan market.  Free 12-5pm |
| | 31 Countdown Ring in the New Year at Skier's Plaza, with fireworks and a Fire and Ice ski display!  Free 11:30pm | 1 No school day  | 2 Jam Night Grab an instrument and play the night away at Black's Pub every Wednesday.  \$ Free 9pm | 3 Tube Park Dress warmly for an hour of fun at Whistler's tube park!  \$24 1pm |  TAMWOOD LANGUAGE CENTERS Check sign-up sheets or see staff for details. Updated: 3 November, 2018 | |

Note: All activities are subject to change due to poor weather or other conditions

Packing List for Whistler Adult Students

Essentials Items to Pack:

Personal identification
Casual clothing for school and social events
Sportswear for activities (comfortable clothing and running shoes)
Rain Gear - an Umbrella and rain jacket
Toiletries (shampoo, soap, toothpaste etc.)
Swimsuit
A backpack or brief case for carrying books and materials to school
Medical Insurance to cover your length of stay (this may be purchased from Tamwood if required)
A copy of your prescription if you wear glasses or contact lenses
Any medications that you are required to take
An English language dictionary
A notebook to record new words and other information you learn while outside of class
Coffee cup and water bottle for school
A tablet, smartphone or laptop for class activities

Additional Items to Pack Based on Season:

March - May

Temperatures range from 5-15 degrees Celsius during the day and minus 5 - 10 degrees at night. It tends to rain more in March and April than May but the rain is usually light so often an umbrella is not necessary.

Light jacket/coat
A sweater or other warm top or pull-over
Ski or Snowboard Equipment if you like to ski/snowboard (the mountains are open for regular skiing until end of May and for glacier skiing until end of July)
Roller blades, tennis racket or equipment for any other sports that you enjoy

June - October

Temperatures range from 17-33 degrees Celsius during the day and 10-20 degrees at night. It can rain in June and October but July, August and September are usually hot and dry!

Camping supplies - sleeping bag, small tent etc. (if you enjoy the outdoors)
Sun Protection Cream
Light jacket
Roller blades, tennis racket and equipment for any other sports that you enjoy

November - February

Temperatures range from -5 to 10 degrees Celsius during the day and -12 to 5 degrees at night. It is usually snowing in the village from early December to mid-April, but rain can happen in December.

Warm clothing including a sweater or pullover, gloves, and a winter hat.
Warm, heavy jacket
Comfortable, warm shoes and boots (preferably waterproof)
Ski or snowboard equipment (if you enjoy the mountains)

Tamwood International College
REGISTRATIONS AND PAYMENT

HOW TO REGISTER

1. Complete the online application form or e-mail a copy of the completed enrollment and homestay application forms to Tamwood. These can be downloaded on Tamwood's Agent Website. For special courses, students should attach the email they got from Tamwood with their English Assessment Score.
2. Tamwood will acknowledge receipt of your registration within 24 hours.
3. Tamwood strives to process all applications in two (2) business days but in our busy application period this could extend to three days.
4. Tamwood will process your booking and send you two invoices: net invoice for you and gross invoice for the student.
5. Tamwood will issue a letter of acceptance with the dates of study indicated on the letter. Acceptance is conditional on Tamwood receiving payment in full of the net invoiced amount before the student starts their program.
6. Email flight information as soon as possible to Tamwood so that airport transfers can be arranged.
7. **Homestay:** The Homestay Coordinator will find a suitable host family and organize the airport pick up. Host family details will be emailed before the student's departure, together with a letter telling the student about their first day and what to pack.
8. If registering a group for summer camp or a specialty program, you must complete an Enrollment Form for each student **and** a Group Registration and Information Form.

PAYMENTS AND REFUNDS

PAYMENT TERMS

1. Schedule of Payments

- a. Tamwood cannot guarantee the student his/her registration until Tamwood has received the Registration Fee. Failure to pay the Registration Fee could result in the student's application being rejected.
- b. Tuition Fee:
 - i. For programs shorter than 6 months (26 weeks), the balance of the tuition fee owing must be paid in full no later than 4 weeks before the first day of the student's program at Tamwood
 - ii. For programs longer than 6 months (26 weeks), students have the option to pay their tuition fees in two equal installments. First instalment must be paid in full no later than four weeks before the first day of the student's program at Tamwood. Second instalment is due four weeks before the start of the second full term of the student's program at Tamwood.
- c. Other Fees: the balance of the fees owing must be paid in full no later than 4 weeks before the first day of the student's program at Tamwood

2. Late Payments

- a. Tamwood reserves the right to cancel, without notice, all bookings and arrangements if the Student fails to pay the required fees for a booking pursuant to the Schedule of Payments set out herein.
- b. Tamwood regrets that under no circumstances will a student be allowed to commence and/or attend any course where payment remains outstanding or not cleared.

3. Cancellation and Refunds

If the student cancels his/her program or is dismissed, he/she may be entitled to a refund for some of his/her program and accommodation fees according to the Tamwood Cancellation and Refund Policy.

APPLICATION FORMS AND ASSESSMENTS TESTS

The Application forms are available for downloading from our AGENT WEB SITE:

<https://www.tamwood.com/agents/>

Students taking special courses - IELTS - must establish that they have the required English level for admission to the course by taking our online English Assessment test and interview. Students can access this assessment on our website at:

<http://asesa.tamwood.intuto.com>

Students will get an immediate assessment score sent to them by email and they should attach that email to their application form for any course with an English skill requirement for admission.

Tamwood International College

PRICES AND DATES

Prices for Vancouver, Toronto and Whistler Campus programs are available from the Agent Web Site.