

Course Participant Information



This document will provide you with all the information you need to prepare for your course with IPC in Exeter. Please contact us if you need any further information.

We look forward to meeting you here in Exeter



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Congratulations and Welcome

Dear Colleague

Congratulations on being selected to receive a grant to participate in a European Union-funded in-service teacher-training course. We are delighted that you have chosen International Projects Centre (IPC) Exeter.

We offer you an inclusive package – our aim is to make things simple for you and your school in administering your Erasmus Plus grant. Our course fees include your academic course, a programme of trips, a bus pass for all local travel in the Exeter area and a choice of homestay or residential self-catering accommodation.

Exeter is a small and friendly city, situated close to the famous Devon seaside and countryside and with a beautiful Cathedral at its heart. IPC is based in a historic building above Exeter's scenic quayside – just a few minutes' walk from the city centre. Everyone at IPC is waiting to welcome you. We want to do everything we can to make your stay in Exeter as enjoyable as possible.

We want you to gain the maximum benefit from your course and to take every opportunity to share your experience and knowledge with other participants who come from a variety of European Union member or applicant member states. If you plan to start an Erasmus Plus multi-school project it would be a good idea to try to meet partner teachers from different countries here at IPC.

We will treat you as a **confirmed course participant** only when you have returned your IPC Teacher Booking Form and IPC Course Participant Academic Information Form, so please do this as soon as possible. Once you have returned your completed forms we will assume that you will definitely be attending our course. Please note that cancellation charges will apply if you later cancel your place.

If other teachers in your school are looking for training as part of your Erasmus Plus – funded European Development Plan please let us know. We are happy to work with your school's Erasmus Plus Coordinator to manage your training needs.

We very much look forward to meeting you here in Exeter



Ben Thorne
IPC Projects Director
January 2017

Your Travel Arrangements

Booking Your Flights

Arrival If you will be staying in accommodation organised by IPC we request that you arrive in Exeter the Sunday before your course begins.

If you are staying in **University accommodation** you can gain access to your room at any time, though the manned reception is only available until 8pm. Outside these hours you will be given a contact number to call and will be assisted.

If you are staying in **Homestay accommodation** your hosts will usually come and meet you but please try to arrive in Exeter, or at Exeter Airport, between 0700 and 2200. It is your responsibility to contact your host and tell them where and at what time you will be arriving. If, for any reason, your travel plan changes, it is very important that you let your hosts know straightaway.

If you arrive earlier than 0700 or later than 2200 your hosts may not be able to meet you, so you may need either to take a taxi (which you must pay for yourself) or arrange alternative accommodation for the night. We do not recommend that you stay at the Bus Station or the railway station at night.

Departure Your course will end at lunchtime on the second Friday and all accommodation organised by IPC is booked until 1000 the following day (Saturday), unless you have booked an extra nights' accommodation beforehand. Please do not book your travel for the Friday unless you are flying from Exeter airport and departing no earlier than 4pm, as this is likely to result in your missing the final session of the course.

Planning your journey

We recommend that you check with a travel agent or with your Borders Authority for up-to-date information about the documentation you will require to enter the UK. Teachers from EU countries do not need a visa to enter the UK but may need a valid passport, and nationals of non-EU countries resident in EU countries will need a valid passport and possibly a visa. Teachers from Turkey need a valid passport and a Short Term Study Visa (sometimes referred to in the official website by its old title, Student Visitor Visa) to enter the UK.

Information ONLY for course participants requiring a UK Visa

If you require a UK visa, a letter to assist you with your Short Term Study Visa application will be sent with your confirmation e-mail. We are in contact with visa issuing authorities and this letter is all the information you need from us to support your application. You DO NOT need to know the name and address of your Homestay host when you apply for your visa.

Please make your visa application as soon as possible as the process can take several weeks to complete and some teachers have missed some or all of their courses because of visa delays. If your visa is issued late we can accept your participation on the course if you can arrive by the Wednesday morning of the first week. If you cannot arrive by this time then you cannot join the course as you will have already missed too much course content. If you miss your course in this way it may be possible for you to transfer to a session of the same course running later in the year, although we cannot guarantee this: please contact enrol@ipcexeter.co.uk for further information.

We will charge a cancellation fee of up to €300/£240 if you have to cancel because of a delay to your visa: this will be reduced to up to €100/£80 if you can transfer onto a later course. We cannot reimburse course fees if you miss all or part of your course due to a visa-related problem.

Exeter Airport

The nearest international airport to IPC is Exeter (www.exeter-airport.co.uk), about 5 miles from Exeter city centre. **Flybe** (www.flybe.com) is the main airline flying into Exeter. There is a direct flight from Paris to Exeter and some course participants use this route as Charles De Gaulle Paris is a major hub.

There are buses into Exeter city centre from the airport (www.stagecoachbus.com for timetables: write 'from Exeter airport, Devon' 'to Exeter, Devon' in the 'plan a journey' boxes), or you can order a taxi (Apple Central Taxis, <http://appletaxisexeter.co.uk>, +44 1392 666 666); this will cost approximately £20 for a one-way journey.

Bristol Airport

There is also an airport at Bristol (www.bristolairport.co.uk), about 60 miles from Exeter. Easyjet (www.easyjet.com), Ryanair (www.ryanair.co.uk) and KLM fly into Bristol from a number of European destinations. For details of how to get to and from Bristol Airport please check www.bristolairport.co.uk/to-and-from-the-airport : you can travel either by National Express coach (www.nationalexpress.com) by train (www.thetrainline.com) or by the 'Falcon' bus (<https://www.stagecoachbus.com/promos-and-offers/south-west/fly-the-south-west-falcon>). We recommend you take the 'Bristol Airport Flyer' express bus from Bristol Airport to Bristol Temple Meads railway station and then take a train to Exeter St Davids, Exeter's principal railway station. The train journey takes about one hour and is usually direct so you will not need to change trains. Unfortunately we cannot book train tickets or 'Falcon' bus tickets but if you prefer to travel by National Express coach we can book your transfer if you wish (see below).

London Airports

You can also fly into one of the London Airports. The most convenient airport is London Heathrow (www.heathrowairport.com). Other possible airports are Gatwick (www.gatwickairport.com), Luton (www.london-luton.co.uk) or Stansted (www.stanstedairport.com). When booking your flight please allow 6 - 7 hours for travel to Exeter from Stansted or Luton, 5 hours from Gatwick and 4 hours from Heathrow. These timings DO NOT include the time you must allow between your flight landing and your coach departing. We recommend that you choose Heathrow airport for arrival and that you choose a convenient flight rather than the cheapest one. Arriving at Heathrow Airport early on the afternoon of your arrival day allows for a comfortable onward journey to Exeter and an early evening arrival, allowing time to settle into your accommodation before your course begins the following day. Please avoid booking late flights into and early departures from Stansted, Luton and Gatwick. These flights are often cheaper but they will be VERY INCONVENIENT for you.

The cheapest and easiest way to travel from the London airports to Exeter is by National Express Coach and the best airport to arrive at is Heathrow. From Gatwick, Luton and Stansted the journey time is significantly longer and involves a change of coach at Heathrow.

There are several ways to book your coach travel from the London airports to Exeter:

1. You can book on-line using a credit card by visiting www.nationalexpress.com – type the name of your airport and Exeter in the 'from' and 'to' boxes and choose 'Exeter (Bus & Coach Stn)' from the list of choices offered.
2. Ask your travel agent if they can book National Express tickets to Exeter for you.
3. Ask IPC to book your transfers. We need at least 2 weeks' notice before you travel to the UK and the costs of RETURN (two-way) transfers booked through the IPC office are as follows:

From Heathrow Airport:	€75 / £60	Return fare
From London Victoria:	€75 / £60	Return fare
From Stansted Airport:	€100 / £80	Return fare
From Gatwick Airport:	€85 / £70	Return fare
From Luton Airport	€85 / £70	Return fare
From Bristol Airport	€75 / £60	Return fare

Please note that if you ask us to book two separate single journeys the costs may be higher.

These charges **include a booking fee** therefore it will be cheaper if you book your transfers yourself. If you would like IPC to book your coach travel you must inform us of your exact flight itinerary (airport, dates and times of arrival and departure). We will e-mail the coach tickets to you when they have been booked. The cost of your coach transfers will then be added to your course fees and must be paid together.

If your flight is delayed and you miss the coach that you have been booked on, you will need to speak directly to National Express to arrange for your ticket to be transferred to the next available coach.

If you need to change your travel plan once in Exeter there will be an additional charge for changing your ticket. This charge varies according to the changes you make.

It is also possible to travel from the London airports to Exeter by train. There is a railway station at Gatwick Airport but, if you arrive at any of the other airports, you will need to take a bus to the nearest railway station. Details of train services can be found by visiting www.thetrainline.com – Exeter’s principal railway station is Exeter St Davids. Different rail routes in the UK are operated by different companies and unfortunately we are unable to book train tickets so we recommend that you buy your tickets when you arrive at the railway station and the staff at the ticket office will advise you about the best ticket for you. Cheap tickets may be available online but we do not recommend that you buy these because they are usually only valid on specific trains so if your travel plans change (because of a flight delay, for example) your train ticket may not be valid. If you decide to book your train ticket online you will need the card you use to make your booking to obtain your ticket from the ticket machine at the railway station.

If you need to book travel once you are in Exeter please go directly to the bus or railway stations for advice about the most favourable fares.

Travel in Exeter

All IPC course participants are provided with a bus pass for local travel in Exeter – this is included in your fees and is valid from the first Monday to the final Sunday of your time in Exeter. Please keep your bus pass in a safe place – the cost of a replacement is £25.00/€35.00. A bus pass is useful for all course participants.

Insurance

Please take out an appropriate insurance policy for your time in the UK.

Your Accommodation and Welfare

Our team will do everything they can to help you with your accommodation and welfare. We offer you three accommodation options as part of our inclusive package.

Self Catering (residential accommodation)

We offer self-catering accommodation either on the campus of Exeter University or in our City Centre accommodation block. Both are pleasantly located and convenient for IPC and both offer en suite rooms, a communal cooking and lounge area and internet access. **This is the best option for you if you prefer to be independent in Exeter** and to use your budget either to buy meals in local restaurants or to cook for yourself. Please note that no food is provided in the self – catering option.

Homestay Accommodation

Staying in Homestay Accommodation offers a unique way to extend your knowledge of the British way of life and provides an excellent opportunity to practice your English. If you are attending our *Better English for Teachers* course we strongly recommend this accommodation option. All hosts are visited by our team before being offered the opportunity to host. The IPC motto is ‘Cleanliness and Friendliness’. We are very confident that you will be made welcome and that you will enjoy your stay. Homestay Accommodation will often be with a family, possibly with children, or alternatively you may be staying with a couple or a single person.

If you are coming with a colleague and you would both like to stay with the same Homestay Host we are happy to provide separate rooms for you or we can provide a room for you to share if you prefer this. Sometimes there may be another course participant that you do not know who will be staying with the same Homestay host but they will always have their own room, always be of the same gender as yourself and always be of a different nationality.

Your hosts will arrange to meet you when you arrive in Exeter and will take you to IPC on the first day of your course. They will provide bed, breakfast, a packed lunch and an evening meal each day, including weekends. Bed linen and towels will be provided for you.

Our Homestay hosts will always try hard to accommodate dietary requests so if, for medical reasons, you need a special diet, please give us as much information as possible on your IPC Course Booking Form and we will do our best to help you. Vegetarian and pork-free diets are not usually a problem and some Homestay hosts

can cater for people following a coeliac (wheat free) diet or who have a lactose intolerance. If you require halal meat please advise us at time of booking. We will pass on this request to hosts but providing halal meat is not always possible. **Please note that there is an extra charge of €25/£20.00 for halal, coeliac or lactose-free food.** Fees for these dietary requirements must be paid in advance with your course fees as we cannot accept cash payments here in Exeter.

Your Welfare Is Our Concern

During your time with IPC in Exeter, if you have a personal problem that you need to discuss with someone other than your course trainer, the IPC Accommodation and Welfare Officer will be pleased to help. The IPC Main Office is a communal office so if the issue you wish to discuss is a sensitive one please ask to make an appointment to meet outside the main office. If you are already here at IPC and you wish to discuss something personal/private with our Accommodation Officer please e-mail her at accommodation@ipcexeter.co.uk , asking for an appointment.

In an emergency only you can contact our support line on 00 44 7789 640 754 from outside the UK, or 07789 640 754 if you are calling from a UK landline or mobile phone with a UK Sim card.

Accommodation and Welfare - Frequently Asked Questions

Q. How do I choose my accommodation?

A. Please let us know your choice of accommodation as soon as possible. Complete your 'IPC Teacher Booking Form' (attached to our 'confirmation' e-mail) and e-mail it to accommodation@ipcexeter.co.uk - please make VERY CLEAR on the form which accommodation option you prefer and note any specific requirements you have. You will receive information about your accommodation 2 weeks or more before the start date of your course. If you are staying with Homestay hosts you will be sent an accommodation list showing your host's name and contact information. Please e-mail your hosts to introduce yourself and tell them about your expected arrival time and place in Exeter. Everybody on your course will be sent the same list so if you object to having your name on this list you must tell us in advance.

Q. Is smoking allowed in either of the accommodation options?

A. We will do our best to match every individual request but we cannot guarantee to cater for smokers. There is a **no smoking policy** in our self-catering accommodation. Most of our Homestay hosts are non-smoking and very few hosts will allow you to smoke in their homes.

Q. If I choose to stay in Homestay accommodation, are there en-suite rooms available?

A. Hosts do not normally offer en-suite rooms.

Q. I have a pet allergy. If I choose to stay with a Homestay host can I stay with someone that does not have a pet?

A. We will put people with a genuine allergy in a pet-free house; but many English homes have pets so please do not ask for a host without pets unless you have a genuine allergy.

Q. Can I stay an extra night before or after my course?

A. Please ask about staying an extra night. We can usually help.

Q. Can I bring other people with me?

Bringing children – Our courses are very demanding, in terms of content and time, and we can usually only arrange accommodation for IPC course participants. We cannot organise babysitting or child-minding services, nor do we ask our Homestay Hosts to look after your children. For these reasons we strongly recommend that you travel to Exeter without children, unless you wish to place them on a course, either here at IPC or with a partner school in Exeter. If you wish to do this please ask us about courses, availability and prices.

Bringing another adult - If we are able to offer accommodation for your accompanying adult the cost is given in the 'extras' section on page 10. If your accompanying adult is interested in studying English here in Exeter (one to one training or small group tuition) we may be able to offer a course either here at IPC or at one of our partner schools. Please ask us about this.

If your accompanying adult wishes to join you on our course-related excursions, we can offer him or her a place, if there is room on our coach, for a small fee. Please ask us about availability and cost when you are here at IPC.

All IPC fees relating to accompanying adults or children must be paid in advance at the same time as your course fees.

Q. What Computer facilities are available?

A. Internet access is available in self-catering residence. Most, but not all, Homestay hosts, offer Internet access. If you wish to stay in Homestay accommodation and require Internet access, please let us know. Whatever accommodation option you choose, remember to bring your own device with you.

Your Course

Your Language Level

It is very important that you have the appropriate language level for your chosen course. If your English is not good enough to understand the instruction of your course we may have to ask you to join an alternative course. In very extreme cases we might ask you to join a course at our partner school here in Exeter. If you are unsure about your English Language level, there is a free quick self-diagnostic test at <http://www.cambridgeesol.org/test-your-english/>

IPC Course Participant Academic Information Form

You will have received this form along with this document and the IPC Teacher Booking Form. Please complete this form as soon as possible and return to Julie Allen, IPC's Director of Studies (jallen@ipcexeter.co.uk). This form provides her and your trainer with information which will inform the content of your course.

Europass Mobility Document

If you require a Europass Mobility document please contact your National Europass centre: they can be found by visiting <https://europass.cedefop.europa.eu/about/national-europass-centres> . When you have obtained your Europass Mobility please complete sections 1 to 16 before arrival and then either bring it with you or e-mail it to europass@ipcexeter.co.uk - we will sign it and it will be included in your leaving pack together with your receipts and certificate which you will receive on the final day of your course in Exeter.

IPC Course Trainers

Our courses are led by a team of well qualified and experienced teacher trainers. If you have any questions regarding an academic matter please do not hesitate to send an e-mail to Julie in advance of your course or speak to her personally while you are here. Her office is off the Main Office on the first floor.

Dealing with your Questions and Problems

If you have any personal problems or issues you want to discuss in confidence please talk to your course trainer in the first instance. If you want to discuss an aspect of your course in confidence please make an appointment to see Julie.

Course Participants

Whilst we hope that all our teacher training groups will be multi national, we cannot always guarantee this. Decisions taken by National Agencies, school consortiums and schools across Europe dictate the nationality mix of teacher training groups.

Inappropriate behaviour

IPC will not tolerate any form of inappropriate or disruptive behaviour by course participants. Anyone who acts in this way will be subject to our inappropriate behaviour policy and may ultimately be asked to leave their course. For a complete version of the IPC inappropriate behaviour policy please contact Julie.

Course Programme

Your course programme will be given to you when you arrive at IPC. We will do our best to keep to this programme but may occasionally have to change it, for example: in the event of illness to our trainers or guides. If we have to make any changes we will keep you fully informed about them.

Trips and Outings

All our courses include a walking tour of Exeter's city centre and trips to local places of interest. We assume that all course participants will join these activities and the cost of them is included in your fees. Please bring suitable clothing and shoes for outdoor walking and be aware that the weather in this part of the UK can be variable at all times of the year! Our preferred pattern of trips for 2 week courses is as follows:

Monday (week 1) afternoon: Walking tour of Exeter and visit to Exeter Cathedral

Wednesday (week 1) half day trip: Dartmoor National Park – a walk between Haytor and Houndtor – OR Sidmouth

Saturday day trip (middle weekend): Tintagel Castle and Boscastle

Wednesday (week 2) day trip: Dartington Hall & Gardens and Dartmouth OR Totnes and Dartmouth.

We always do our best to run our trips as scheduled in your course programme but may sometimes have to change them. We will keep you fully informed if we need to do this. We encourage you not to opt out of trips but if you choose to do so please note that you will not receive a refund of fees. The number of hours of study and out of classroom activities is noted on your course certificate.

Course Documents

You will receive a certificate at the end of your course, together with receipts for all the fees you have paid to IPC for the services we have provided, with those services itemised on the receipts.

Contact Details

All course participants receive all other course participants' contact details in order to facilitate ongoing communication and networking. If you do not want your personal details distributed to other course participants, please tell us in advance.

Smoking

It is now illegal to smoke in the workplace (including the IPC building) or any public building in the UK. Anyone wishing to smoke outside the IPC building will be asked to do so over the road, on the grass. This also applies to E-cigarettes.

Internet Access and Printing

IPC course participants can access the IPC wireless network to use Internet services free of charge. Most courses include a session that utilises/illustrates available online learning resources. It is therefore strongly recommended that all course participants bring a WiFi-enabled device that they are familiar with. Please make sure you are familiar with how to access a new wireless internet signal as we cannot normally assist you with an IT problem that relates to your own knowledge of your own hardware and software when settings are in a different language. We have a number of lap tops that can be loaned out to course participants.

You can print your work/boarding pass by e-mailing to a dedicated e-mail address: printing@ipcexeter.co.uk . You can usually collect your printing from the Main Office the morning after you send the print job. We try to be as helpful as possible with this service but please avoid leaving print jobs until the last minute. For course-related printing please ask your trainer to collect/print material. **We do not allow the insertion of pen drives into our office computers.**

If you are bringing a digital camera with you, please remember to bring the right cable if you want to download your pictures to a computer and then onto your removable storage device. Please bring a card reader if you require one.

Newspapers, Water, Tea and Coffee, Table Football

A selection of newspapers is delivered to IPC each day. Free tea and coffee is available every day for your morning break. You can also fill your water bottle with chilled water from the water machine in the basement.

There is a table football table in the basement – an ideal opportunity to challenge colleagues from different countries and a good talking point!

Money Matters

The pound sterling (£) is the currency of the UK. If you need to change money you can do so in a number of places, such as the Post Office, the 'First Choice' Travel Agent in the Guildhall Shopping Centre, any of the High Street banks or Marks and Spencer, on the corner of Queen Street and the High Street. Unfortunately we cannot change money in the IPC office. We recommend that you compare the rates offered by several exchange providers before you change your money, and remember that a company offering 'no charges' may often offer a worse exchange rate.

Remember that you cannot use the Euro in the UK and that if you have not paid your course fees before you travel to Exeter you CANNOT pay your fees in Euros here at IPC. The only way to pay your course fees once you have arrived in Exeter is to pay the fee – converted into pounds sterling at the day's rate – into the local (High Street) branch of the Cooperative Bank.

Worship

Exeter has a multicultural society with many faiths having centres of worship in the city. If you have any special requirements please contact us in advance of your course. We offer space for daily prayer within the IPC building if required. For information on times of service and directions you could visit the following websites

Exeter Cathedral:	www.exeter-cathedral.org.uk
Catholic Church:	www.blessedsacrament.org.uk
Mosque:	www.exetermosque.org.uk
Synagogue:	www.exetersynagogue.org.uk

Your Fees and Payment

You will receive an invoice for your fees once you have selected from the available packages below. Your Erasmus Plus grant will cover all of your fees. Fees for IPC courses in 2017 are as follows;

Option 1: Homestay Package: €1325 / £1165 includes;

- Course Booking fee
- Academic course fee (10 day course)
- Bus pass for all local travel in the Exeter area
- Accommodation placement with homestay host
- 13 nights' accommodation with bed, breakfast, packed lunch and evening meal each day
- Town tour of Exeter
- Half day trip
- 1 full day trip in middle weekend
- 1 full day out of classroom activity in week 2
- Tea and coffee
- Internet access
- Certificate of participation

Option 2: Course only – Price €950 / £835 includes:

- Course Booking fee
- Academic course fee (10 day course)
- Bus pass for all local travel in the Exeter area
- Town tour of Exeter
- Half day trip
- 1 full day trip in middle weekend
- 1 full day out of classroom activity in week 2
- Tea and coffee
- Internet access
- Certificate of participation

Option 3: Self-catering Residential Package: €1400 / £1230 includes;

- Course Booking fee
- Academic course fee (10 day course)
- Bus pass for all local travel in the Exeter area
- Accommodation in self catering residence
- 13 nights' accommodation
- Town tour of Exeter
- Half day trip
- 1 full day trip in middle weekend
- 1 full day out of classroom activity in week 2
- Tea and coffee
- Internet access
- Certificate of participation

Course participants in self-catering accommodation will need to consider additional costs for buying food for meals.

Extras

If any of the following apply to you and your course, please add to your total fees.

1. Extra person – Homestay accommodation = £420 (this includes our booking fee)
2. Extra person – bus pass £25, day trip £30, half day trip £15
3. Extra person – self-catering = £500
4. Extra Night – Homestay = £35
5. Extra Night – self-catering = £38.50
6. Special dietary requirement homestay accommodation - £20
7. Coach transfers – see earlier in document for cost of coach transfers if booked by IPC
8. Fees for courses undertaken by accompanying adults or children – please ask

MAKING YOUR PAYMENT

1) By an **international bank transfer** – Euros or pounds sterling

Listed below are the bank details you need to use when making your bank transfer.

Bank:	The Co-operative Bank PLC
Address:	Business Direct PO Box 250 Skelmersdale WN8 6WT
Account Name:	International Projects Centre Ltd
Swift Code:	CPBKGB22
Sort Code:	08 92 99
Account IBAN No:	GB61CPBK08929970364365
Reference	TT + your surname

Bank Charges - You are required to pay **all transfer charges** when making your payment. If your bank is sending the monies via a correspondent bank in the UK, the charges for this service must also be included. We receive a letter from our bank telling us exactly how much has been received and if bank charges are subtracted from your payment we will show you this letter and you will be asked to pay the difference when you are here at IPC.

When you arrange the transfer with your bank, please ask the bank to include as a reference that we can see at our end the letters TT and your surname eg. TTSCHMIDT – if there is space please also include the start date of your course.

If someone else is paying your fees on your behalf, please make sure that they include **your** surname as a reference. Please retain a copy of your bank transfer confirmation and bring it with you when you attend the course. We will only ask for this information if there is a problem with your course fees.

2) **In cash** - POUNDS STERLING ONLY

IPC fees can be paid in cash, in **pounds sterling only**, at the **Exeter branch of the Co-Operative Bank**. If you wish to pay your fees in cash come to the IPC office and we will tell you the amount in pounds sterling that you will need to pay. You should be aware that that this will be a more expensive method of making payment than paying by bank transfer as you will need to pay for the cost of converting money at High Street rates.

WE CANNOT ACCEPT PAYMENTS BY CREDIT CARD OR BY WESTERN UNION TRANSFER

COURSE CANCELLATION FEE

If you cancel your place within one month of the course start date we may make a cancellation charge of up to €300/£240.00 to cover our administrative and planning work. If you have suffered a family bereavement or unforeseeable accident or illness please contact us as soon as possible to discuss your situation. If you are able to postpone your course to a later date we will not charge a cancellation fee.

When should you pay?

Please arrange for your fees to arrive in the above account as soon as you can, after your school receives its grant. Please ensure that your fees have arrived on our account at least one week prior to the start date of the course. If your grant is delayed you can still attend your course and pay all the fees afterwards, when you have returned home, but please inform us first.

OUR RECEIPTS ARE APPROVED BY NATIONAL AGENCIES AND WILL BE ACCEPTED BY THEM

Contacting IPC

We hope that this document answers all of your questions. It is based upon many years of experience of assisting teachers in their preparation for a course in Exeter. In case you have read all of this information and still have a question, here is a list of who to contact at IPC.

IPC Projects Coordinator – Vicki Beable – vbeable@ipcxeter.co.uk Vicki can assist with questions about your booking, group bookings and any general matters relating to your travel.

IPC Accommodation and Welfare Officer – Belinda Fitton – accommodation@ipcxeter.co.uk Belinda can assist with any accommodation related queries.

IPC Director of Studies – Julie Allen – jallen@ipcxeter.co.uk Julie can help you with any specific questions about your course. She can also assist with Europass Mobility matters.

IPC Director – Ben Thorne – bthorne@ipcxeter.co.uk If you have any questions that are not addressed elsewhere, are interested in a project with IPC (eg bringing your school group on a language training course, working with IPC as a Summer Organiser (promoting our courses), organising a teacher training workshop in your area led by IPC staff, or organising a meeting of teachers in your area (at which an IPC representative might attend to promote our courses and EU funding opportunities), please contact Ben.

Introducing Exeter

Exeter is the County town of Devon and is a business, legal, retail, tourist and commercial centre for the region. The city has a population of around 115,000 but serves a 45 minute catchment of nearly half a million people. The site of the city has been inhabited for over 2000 years and it is possible to see traces of every major period of English history in the architecture of the city. It has grown from Roman origins and displays the benefits from long prosperity, particularly during the 16th, 17th and early 18th centuries. Despite the destruction of a quarter of the city centre during the Second World War, there remains much that is worthy of preservation and enhancement, including the mediaeval Cathedral of St Peter, the City Wall, Rougemont Castle and the Canal Basin and Quay area. Exeter's historic core has been designated as an Area of Archaeological Importance, one of only 5 such areas in England and Wales.

The Cathedral Close and Yard, which has properties spanning the last 900 years, form an oasis of calm and tranquility in the centre of the city. Tea on the Green, formerly Moll's Coffee House and the Ship Inn, close to the Cathedral, were favourite haunts of Francis Drake and Walter Raleigh. Beneath the ground outside the West Front of the Cathedral lie the remains of Exeter's Roman Military Bath House, one of the earliest stone buildings erected by the Romans in the British Isles.

The Guildhall, in the High Street, is reputed to be the oldest municipal building still in full civic use in England; the existing building dates from 1330. St Nicholas Priory is the unique guesthouse of a Benedictine Priory founded in 1070 and features a Norman undercroft, 15th century kitchen and a splendid guest hall with 17th century furnishings and plaster painting.

Another fascinating survival from mediaeval times is the network of Underground Passages, probably first constructed about 1200 to supply fresh spring water to the city. Visitors are able to walk along the line of these watercourses under the High Street.

Exeter's stock of historic buildings also includes the delightful 14th century White Hart Hotel and the 15th century Tucker's Hall.

Exeter's historic Quayside was once a Roman waterway and 16th century port. Now a city centre riverside resort with unique shops, restaurants and outdoor activities, this area is a charming mix of past and present.

Princesshay provides Exeter with a vibrant shopping area and leisure complex along continental lines.

England's oldest canal extends from the Quayside to the River Exe estuary, passing the ancient town of Topsham. A fascinating museum and a stroll through intriguing alleys and lanes enables visitors to really appreciate the flavour of this outstanding little town that the Victorians added to with style.

A great way to discover the varied and colourful past of Exeter is to join one of the city's free walking Guided Tours which are hosted daily throughout the year by Red Coat Volunteer Guides.

If you want to do a little research in advance of your journey to Exeter, the following websites will be useful.

www.exeter.gov.uk - the web site of Exeter City Council includes excellent information about the history of Exeter and opportunities for visitors to the city.

www.exeter.gov.uk/guidedtours/ – a programme of free guided tours in Exeter – we recommend the ‘Ghosts and Legends’ tour as a social activity one evening.

www.visitexeter.com – places to eat, places to visit and things to do.

www.exeter-cathedral.org.uk - the home page of Exeter Cathedral, which you will visit during your stay in Exeter

www.picturehouses.co.uk/site/cinemas/Exeter/local.htm , www.odeon.co.uk/fanatic/film_times/s90/Exeter , www.myvue.com/cinemas/index.asp?cn=1&ln=1&ci=69 – websites for Exeter’s three cinemas, the Odeon and the Vue, which show mostly ‘mainstream’ films, and the Picturehouse, which shows a lot of independent and foreign language films.

www.exeternorthcott.co.uk - the home page of Exeter’s main theatre, the Northcott

www.exeterphoenix.org.uk - Exeter’s Arts Centre with a detailed programme of arts events

<http://www.exetercityfc.co.uk/page/Welcome>- Exeter City Football Club’s website, with club news and match details.

<http://exeterchiefs.co.uk/> - Exeter Chiefs Rugby Club – recently promoted to the premiership.

Final Steps

To help with managing the organisation of your course, please use this check list to complete the following steps:

Final Steps	Date Done
1) Complete and return your IPC Teacher Booking Form to Belinda (accommodation@ipcexeter.co.uk), clearly indicating your accommodation option.	
2) Complete and return your IPC Course Participant Academic Information Form to Julie (jallen@ipcexeter.co.uk).	
3) Book your flights ; taking into account given advice.	
4) Pay your course fees . Your payment should reach IPC's account one week before the start of your course. Use the space below to note details.	
5) (if you will be staying in Homestay accommodation) Contact your homestay host to introduce yourself. (You will receive information about your homestay host approximately 2 weeks before the start of your course.)	

- If someone else is arranging your flights and or payment of course fees, please make sure that they have read our advice and information in this *Course Participant Information* Document.

Fee Payment – Bank Transfer Information

Date of transfer:

Amount paid:
(this must include bank charges and all extras)

Payment Reference:

Origin Account Details: