

Ottawa

LET'S GET.
TOGETHER.
AND TALK.



SINCE 1983 • 1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES...

WELCOME TO SPRACHCAFFE

You are obviously committed not just to having a holiday, but at the same time, also learning a new language or improving your skills in a language you already know. This is why we would like to send you our warmest congratulations! It is great when people want to make the world a bit smaller for themselves.

"If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language that goes to his heart." Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe GEOS for your *language trip*. Lively teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 35 year experience in language teaching and with our 30 destinations worldwide.

In the enclosed documents you will find everything you need to know for your trip. **Please do not travel without this information sheet.** If you have any additional questions, we are glad to answer them: Please send us an email: info@sprachcaffe.com

We wish you a great holiday and lots of success.

Your Sprachcaffe Team



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Before your trip

EU Citizens

You are required to have a (temporary) passport valid for the period of the trip in Canada.

Since March 2016 citizens of the European Union have to apply for the **Electronic Travel Authorization (eTA)**. For the application a valid passport, a credit card and an e-mail address is required and a small fee will be charged.

The eTA can be requested under the following link: <http://www.cic.gc.ca/english/visit/eta-facts-en.asp>

An instruction on how to fill out the form for the eTA you can find under the following link:

<http://www.cic.gc.ca/english/pdf/eta/english.pdf>

Non EU Citizens

If you are not a citizen of the European Union, we kindly advise you to comply with the visa regulations for Canada. For entry requirements please check with your local consulate.

Flight to Ottawa

Ottawa International Airport is called the MacDonald-Cartier Airport (YOW).

It is a very easy and convenient airport to use, with only one terminal which is separated into 3 levels.

Arriving passengers exit security on the ground floor (level 1). If you have booked a host family, they will meet you there. Look for a sign with your name on it.

On the ground floor you will also find phones, a bank machine, currency exchange (open 8:30 AM to midnight), an information desk (open 9:00 AM to 9:00 PM), a coffee shop and convenience store.

If your bags are lost go to the Lost Luggage office on the ground floor and give your information. In general, lost items will be sent to your accommodations in 1 or 2 days.

You can take a short taxi, public bus or private shuttle bus to and from the airport. The taxi stands and bus stop are located just outside the Arrival Level (Level 1). The ride between the airport and downtown Ottawa takes about 25 minutes by bus (number 97) or 15 minutes by taxi. The bus costs **\$3.50** cash and a taxi costs around \$45.00.

All prices are subject to change and do not include tips!

Please understand that we cannot guarantee a smooth check-in if we are not informed of arrival dates and times or delays in advance.

- If you have trouble finding your host family or you are delayed please give the family a call!
- If you cannot reach them, call our Emergency number at +1-613-668-9408 (Manager's Cell)

Accommodation

Homestay

Living with a Canadian host family means living the "Canadian Way of Life"! You will be able to practice what you have learned during the course and you will shed your fear while communicating with the family. The host family will certainly appreciate a little present, but by this we mean a **little** present.

The Canadian host families are very open-minded, helpful and welcoming to their guests.

In general, the families will introduce you to their habits on the day of your arrival, such as the handing over of the key, times for meals and use of the washing machine. You normally share the bathroom with other members of the family. Please make sure that you always leave your room and bathroom clean and tidy and that you do not damage the furniture. Please take the family into consideration and avoid unnecessary noise, especially late in the evening and at night.

Please inform your host family beforehand if you will not be home for a meal, if you plan to go on a trip for a few days or if you are not staying at home overnight. Otherwise, your family will be worried unnecessarily! In general, families do not mind when you invite new friends from the course back. However, you should talk to your host family about it first if you plan to bring home some friends!

Please discuss with your family any specific rules of the household. Students may be expected to help in small household chores. Please ask permission before using the phone, and the family phone should be used for local calls only, unless you are using a calling card. Please also note that no Ottawa host families allow students to smoke in their rooms or in the rest of the house. When staying with a host family, bed sheets and towels will be provided.

Sprachcaffe homestay rules indicate that we do not place two students with the same native language in the same home. If there is another student in the home who speaks the same native language, please let the school know right away.

If you would like to move out of homestay, there is normally a 2-week notification required, and if you leave early, you will be responsible for these fees.

If you go on vacation while in homestay, you are still responsible for the accommodations fees.

For any financial questions about your accommodation, please do not speak with the family or the residence, please address these questions to the school.

Most families have wireless Internet at home. Whether or not students have their own computers, they should still ask their host family about the rules for using the Internet at home

Alcohol. Please make sure you know the legal drinking age in the city in which you are studying. In terms of drinking alcohol at home, please make sure to check the rules with your host family, as different families have different rules about alcohol consumption at home.

A Sprachcaffe staff member visits each of our host families with students' interests in mind. All families have also had a police background check. Our aim is to provide our students with a secure, educational and vibrant environment. Our host families live in safe, comfortable neighbourhoods in Ottawa and its suburbs.

Facilities: Private bedroom, Internet access, use of family home and family support to improve English ability

Services: The host family does the basic cleaning but students are encouraged to clean their rooms. Bed-linen is provided. 3 meals per day (full board) or 2 meals per day (half board), access to laundry facilities.

Distance to school: 40 – 45 minutes by public transit.



Please make sure to let Sprachcaffe know in advance of any food allergies, pet allergies, or special food requirements that you may have.

All of our homestay families have gone through a very thorough screening process, which includes a home visit by GEOS staff, before being accepted into our program.

Residence

During the spring and summer months (from mid-May to mid-August), residence options in Ottawa are available for students who prefer to live a little bit more independently. Residence options are at Carleton University and St Paul University campuses. Each residence offers single rooms, usually with a shared bathroom. Bedlinens are typically included, but you will be responsible for keeping your room and any common areas clean. Residences offer on-site coin laundry and optional meal plans in their cafeterias. Residence rooms are popular for travellers who are looking for an economical alternative to expensive hotels. If you are interested in staying in a residence during the summer months, please contact the homestay coordinator for more information and availability.

The School

On the first day please be at the school at 8:30 am. Please bring your passport and medical insurance information; also a notebook and pen for taking notes. We have intake every Monday and the schedule is as follows:

Arrive at 8:30 am for a Speaking test
Placement Test 9:00 am
School Orientation 10:00 AM
Join Class 10:45 AM

Students who start on non-session start dates, will receive testing and orientation and then join their classes in the afternoon. Please arrive at school at 8:30 am.

School Staff



Niall Campbell
School Manager



Justin Pyl
Academic Coordinator
Pathways Director



Molly Hovland
Operations Coordinator
Homestay Coordinator

School address:

Sprachcaffe Ottawa / GEOS Languages Plus

The Trafalgar Building
207 Queen Street, Suite 100 (2nd Floor)
Ottawa, Ontario, K1P 6E5,
Tel: 613-236-9770
Fax: 613-236-8709

Emergency number: +1-613-668-9408

Opening hours: 8:30 am - 5:00 pm, Monday to Friday

Languages spoken by the staff at the school: English, French, Spanish

Student card: A student card with photo is issued in the first week.

Bistro, Snacks and Drinks: Soft drinks and snacks vending machine / water fountain / kettle for hot drinks / microwaves / toaster

Internet access: There is a computer area and free wireless internet throughout the school.

Study area: Students can work on/revise their homework in our student lounge or classrooms that are not being used.

Please note that you need to pay for the course books. The book prices are:

\$60 for Part-Time Course – 10 lessons per week
\$120 for Standard Course – 20 lessons per week

\$180 for Intensive Course – 30 lessons per week
 \$180 for Super Intensive Course – 40 lessons per week
 (book prices are subject to change)

Students will be charged per class and will be given their own book to use, write in and keep. If you are enrolled for 4 weeks or less, you have the option to rent the books instead of purchasing them. The rental fee is \$10 per book per week. A deposit of \$60.00 per book is required and will be returned after the books are returned in good condition.

We offer different types of courses:

Part-time course	2 lessons per day; 10 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes
Standard course	4 lessons per day; 20 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes
Intensive course	6 lessons per day; 30 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes
Super Intensive Course	8 lessons per day; 40 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes

Max. 14 per class; min. age 18; 16-18 year-olds accepted with parental or guardian authorization
 A student visa is required to study for 6 months or more.

The general time table will be as follows:

09.00-10.30 Lessons
 10.30-10.45 Break
 10.45-12.15 Lessons
 12.15-13.00 Break
 13.00-14.30 Lessons
 14.30-14.45 Break
 14.45-16.15 Lessons

Students may be able to change into a lower or higher level after consulting the course teacher or following his or her recommendation.

Unfortunately, lessons cannot be made up in the case of public holidays, as stated in the price list.

Our employees and teachers have a lot of experience with long-term students and especially with examination preparation courses. However, please also take into consideration that the teachers, despite their years of experience, cannot be held fully responsible for examination results. Only if you participate actively in the lessons, will you be best prepared for the examination.

Lessons are not held on the following public holidays in 2018: 01.01., 19.02., 30.03., 21.05., 02.07., 06.08., 03.09., 08.10., 24.12.-28.12., and 01.01.2019. Please note that lessons lost due to public holidays, late arrival or early departure will not be made up.

It is our aim to provide the best service possible. However, if you have any issues during your stay please talk directly to the school staff.

Levels

Based on your speaking and written test scores, you will be placed in one of six levels: Level 1-Beginner, Level 2-High Beginner, Level 3-Intermediate, Level 4-High Intermediate, Level 5-Pre Advanced, Level 6-Advanced. Each level can usually be completed in 12 weeks.

Advancement Policy

After 12 weeks in one level, you will be eligible for advancement with:

- 80% attendance
- 80% average on the weekly assessments

- the recommendation of your teachers

Conditional advancement is sometimes offered to students who have met the following:

- 8 weeks in one level
- 80% attendance
- 80% average on the weekly assessments
- the recommendation of his/her teachers
- a passing score on the written test

If you have any questions or concerns about your level placement or advancement, please talk to the Academic Coordinator.

Course Retention Guidelines

Students who are assessed for advancement but have failed to meet all the requirements stated above will be placed on academic probation and retained in the current level. Students will be notified that they have been placed on academic probation by letter from the Academic Coordinator. If, after 24 weeks in the same level, a student cannot demonstrate the proficiency needed to advance to the next level, he/she will face dismissal from the program.

Assessments

You will be given weekly assessments in each class, and you may not make up missed assessments. If you miss an assessment, the first missed assessments of the session will be excused and not counted negatively towards your overall skill averages. However, if you have a second or more absences on an assessment, a 0 will be recorded on your SPR and it will count negatively toward your overall skill averages. This can affect your eligibility for advancement, so it is important that you are not absent on the day of an assessment.

Exit Evaluation

For US destinations, any student with an enrolment of eight weeks or longer will be required to take an exit evaluation during his/her last week. The assessment used for this is the placement test so that scores and progress can be easily compared. The test will be scheduled outside of class hours, and the PC will meet with you once the test is corrected so that you can receive feedback.

In Canada, this test can be arranged upon request with the Academic Coordinator.

Student Progress Policy

All students are expected to maintain good attendance and adhere to their scheduled completion date. Students must work diligently to acquire the many learning objectives needed for successful completion of each class.

GEOS tracks both current and overall attendance. Current attendance is the rate of attendance from the first day of the enrolment until the current date. This number can fluctuate up and down. Overall attendance is the rate of attendance from the first day of enrolment until the last day of enrolment, assuming that the student attends every class until the end of the enrolment. This number can only go down and will never improve. Therefore, GEOS looks at the current attendance rate when determining eligibility for attendance probation since there is room for improvement.

Full-time students must maintain a current attendance of 80% or higher. Failure to comply with this policy will result in the student being placed on attendance probation. The student will receive an attendance probation warning letter outlining the terms of the probation, and a signed copy will be kept in the student's file. The student must immediately attend class and participate fully in classroom activities for the next 4-week session, and students are off probation if their attendance is at least 80% at the end of the following 4-week session. Students placed on attendance probation are not eligible for class advancement or a Leave of Absence. Additionally, students whose overall attendance falls below 80% will not receive an end-of-course certificate.

If a student's overall attendance falls below 70%, they will be automatically expelled from the school unless the student can provide documentation to prove extenuating circumstances exist. In the case of a full time student in the US, their I-20 will also be terminated; in the case of a student studying with a study permit in Canada, the CIC will be notified and the student may lose their ability to study, at the discretion of the CIC.

All evidence will be reviewed and adjudicated by the School Manager. Furthermore, students cannot make up or defer any missed classes unless the absence is part of an approved Leave Of Absence.

In addition to monitoring attendance, students' weekly test scores are monitored as well. Students enrolled in general English classes must achieve an average of 75% on their weekly assessments after they have completed the first four weeks of their enrolment. If a student does not have an average of 75% or higher on the weekly assessments at the end of the second session, he/she will be placed on academic probation. The student will receive an academic probation warning letter outlining the terms of the probation, and a signed copy will be kept in the student's file. Students are off probation if their average skill scores reach 75% at the end of the following 4-week session.

Students enrolled in test-prep classes will take full length practice tests at six week intervals. Students must achieve an increase of 5% from their previous full length practice test score, otherwise he/she will be placed on academic probation. The student will receive an academic probation warning letter outlining the terms of the probation, and a signed copy will be kept in the student's file. Students are off probation if they achieve a 5% increase on the following assessment.

If the student has not reached an average of 80% or higher on the weekly assessments after 12 weeks in one level, he/she will be retained in the current level. If after 24 weeks in the same level a student cannot demonstrate the proficiency needed to advance to the next level, he/she will face dismissal from the program. Students can enroll in classes for a maximum of 36 months.

Tardiness Policy

Students are not allowed into any class more than 15 minutes after the start of class and will be counted absent. Students that miss a class will be allowed into subsequent classes, as long as they are on time for them. Students who leave class early, more than 15 minutes before the scheduled end of class, will be marked absent. Students who arrive late but within the first 15 minutes of class more than twice in any week, on the third and subsequent incidences, will not be allowed into class and will be counted absent. Students who leave class within the last 15 minutes more than twice in any week, on the third and subsequent incidences, will be counted absent. Instructors should mark students arriving within the first 15 minutes or leaving within the last 15 minutes with an "L" so that the Academic Coordinator can track multiple lateness.

Leave of Absence

The Leave of Absence (LOA) policy is outlined below:

- ~ Students must give one week written notice to the Administrative staff.
- ~ No LOAs will be granted in the first eight weeks. Exceptions will be made for breaks indicated at the time of booking.
- ~ LOAs must be in one-week blocks only, beginning on a Monday and ending on a Friday.
- ~ LOAs must be a minimum of one week and a maximum of four weeks. Exceptions will be made for breaks indicated at the time of booking.
- ~ If the LOA extends the study term past the expiry date of the student's visa, the student is responsible for applying to extend their visa.
- ~ If the LOA extends the study term past the expiry date of the student's visa, and if the student is unable or unwilling to extend the visa, no refunds will be given on remaining study time.
- ~ The total length of time permitted is 20% of a contract, or two weeks for every 12 weeks of enrolment. Exceptions will be made for breaks indicated at time of booking.
- ~ LOAs are to be taken for legitimate reasons, which must be approved by administration.

~ Time off for illness is permitted but requires a written note from a medical doctor. Such time off must be approved by the school administration.

~ We will try to place the LOA student in his/her original class but this cannot be guaranteed.

~ In the case that space is not available in the student's appropriate level, GEOS may ask the student to delay his/her return date.

~ Students who take an LOA accept that they may return at a point in the curriculum that they have previously studied. This does not mean that they will be automatically advanced to the next level.

~ This policy is separate from and independent of any accommodation agreement. In the case where the LOA policy and accommodation agreement are in conflict, the terms of the accommodation agreement shall take precedence.

Cancellations and Schedule Changes

In the event of extraordinary situations such as earthquakes, hurricanes, tornadoes, fires, political unrest, blizzards, etc., the school will generally follow the example of the area's public school system regarding school closure. If public schools are on break at the time of the extraordinary situation, the school management will decide whether or not to close the school and will leave a voice message by 8am on the school phone to inform students if the school is closed for the day. Therefore, it is important that you phone the school if an extraordinary event is taking place before attempting to travel to school. Group lessons missed because of school closure due to extraordinary situations are not counted towards a student's attendance record, are not recuperated and are not refunded. Private lessons missed because of school closure due to extraordinary situations will be rescheduled with the agreement of the student, instructor and the school management.

English Only

English is the only language spoken at our school, as it is the only language that all staff and students speak. If you are found speaking any language other than English, you will be given a warning on the first instance. On the second instance, you will be asked to leave school for the day. Failure to comply will take you to the next level which is that for a third offence, you will be barred from attending one class and will be counted absent for it. On the fourth and subsequent instances, you will be barred from class for an entire day and counted absent. These absences will count negatively towards your overall attendance.

Pathway Program

GEOS North America has over 70 pathway partners to facilitate your entrance into a Canadian or US college or university. If you are interested in learning more about the Pathway Program, please talk to the Academic Coordinator.

Certificates

Certificates will be awarded to students who have successfully completed their enrolment during a graduation ceremony on the student's last day.

Contact Information

If your address or phone number changes during your enrolment at GEOS, please inform any staff member as soon as possible so that we have your updated contact information. A GEOS staff member will also confirm that the information we have on file is accurate every 12 weeks.

Problem Resolution

GEOS Languages Plus will try to resolve disagreements informally. If this policy is unable to provide a resolution, a formal procedure will be applied to ensure a fair outcome. If such is the case, GEOS Languages Plus has established a set of procedures based upon a flexible set of actions aimed at ensuring that ultimate intervention will be undertaken by appropriate persons.

Step One: Internal Procedure

A student must put his or her complaint into writing and submit it to the appropriate member of staff. In the case of *academic-related cases*, students should address their concerns, in writing, to the school's Academic Coordinator. In the case of a disagreement with *money-related issues*, the student should write and talk to the School Manager.

The appropriate member of staff will conduct an investigation and a meeting with all the people involved will be held within 24 hours upon written notification.

The appropriate member of staff will provide all parties with his or her written decision within 48 hours.

If a student is still unsatisfied with the decision made, and still maintains an honest belief that the problem has not been resolved, an external procedure is available to try to provide a final opportunity for a solution:

Step Two: External Procedure

The Director of Operations of GEOS Languages Plus, Canada may be called in to resolve the problem. Students also have the right to contact Languages Canada if the student feels a resolution is not possible. Students should visit the website: www.languagescanada.ca

Both internal and external procedures are intended to ensure that both parties to a dispute have every opportunity to state their own terms under relatively informal and confidential conditions. It is hoped that very few problems will carry onto the external procedure stage, but since GEOS Languages Plus' reputation is involved, our institution has a right to demonstrate the equity and fairness of our process, and students have every right to be assured that they will be heard.

This process is set to be non-threatening and helpful. However, the people involved in such a process should be reminded that the process does not rule out future legal action. Problems involving matters of transfers between institutions or related to the perceived value of courses would not be considered in this context.

The mediator in both internal and external disputes shall interview the people involved separately before and after making any resolutions. Once a decision has been settled, the mediator will provide all the people involved with a written summary of the conclusion of the dispute.

Student Conduct Policies

GEOS is strongly committed to educational programs that provide a foundation for intellectual, cultural and social growth. GEOS has standards of behaviour for all students, instructors and coordinators. They are expected to conduct themselves in an honourable and dignified manner. Any student may be dismissed from the school for inappropriate behaviour such as aggressive or threatening actions, theft, vandalism of any sort, illegal drug use, or the use of alcohol. Similarly, sexual harassment, racial discrimination, behaviours that violate school rules, disobedient or disrespectful behaviour toward students, staff, or instructors will also not be tolerated and will result in students being placed in counselling sessions, probation, suspension or, at the School Manager's sole discretion, dismissal from the school. If dismissed from school, the student will be expelled.

Smoking is not permitted anywhere in school buildings, including restrooms. Students are asked to step outside of the building if they wish to smoke.

Students must abide by all local, provincial and federal laws.

General information

Ottawa is one of the world's most beautiful capital cities. Its European charm and convenient size make it a wonderful place to live and study.

Queen Victoria chose Ottawa as the capital more than 150 years ago because of its location, and that makes it easy to travel to other cities. We're only 2 hours from Montreal and 5 from Toronto. Our students also often visit Quebec City, Niagara Falls, Boston and New York.

Ottawa has Canadian Culture at its best. There are more than 26 museums, the beautiful Parliament

buildings, art galleries, theatres, and concert halls. And there's nowhere better to enjoy the Canada Day party on July 1st.

It's a city of festivals, and the people of Ottawa love welcoming visitors to join the party. Every month brings exciting new festivals, concerts, exhibitions, and sporting events. We have Winterlude, Blues Fest, Jazz Fest, the Tulip festival and so much more.

Canada is famous for its natural treasures, and Ottawa has everything you could ask for - beaches, parks, woodlands, rivers, and lakes. There is a great variety of outdoor activities to choose from

So, what are you waiting for? From canoeing and white-water rafting to skating and skiing, we've got it all.

Ottawa truly is a city for all seasons!

Check out the Virtual Tourism Guide at <https://www.ottawatourism.ca/discover/traveller-info/local-information-services/>

Ottawa Public Transportation

Getting around Ottawa is easy and economical. GEOS is located downtown at the heart of the public transit system. The system is efficient and buses that travel all over the city. The 3 main ways to pay for bus journeys are;

Cash – It's \$3.50 for a regular trip. This is the most expensive method and you must have exact change.

Presto Card – Presto Cards are electronic cards that are used by tapping a device on the bus. You can load the Presto Card with either money (\$3.45 per trip) or a monthly pass. Presto Cards can be purchased at any Shopper's Drug Mart. Monthly passes are the cheapest option if you are staying for more than 2 weeks and will be using the bus on a daily basis to get around. All information about bus routes and schedules and fares can be found on the bus company's website at www.octranspo.com

Taxis in Ottawa are comfortable, air-conditioned, and most importantly safe. The fees are not cheap but they compare well with other Canadian cities. They can be flagged down as they pass on the street, or you can find them at taxi ranks outside most major shopping malls, hotels and downtown government buildings. If you are planning a trip in advance, you can telephone the company to make a reservation for pick up and ask for an estimate of the fee.

Uber car sharing service is also available in Ottawa

Eating out / night life

Multi-cultural cities like Ottawa have a fantastic variety of restaurants. **Somerset Street**, which is the centre of China Town, is only a 5-minute bus ride from the school. You can find Chinese, Vietnamese, Thai and Korean restaurants there.

The real social heart of Ottawa though is called the **Byward Market**. It's located right downtown, just minutes from Parliament hill. You can find more than 80 bars, restaurants and nightclubs, packed into a 5-block area. In the summer, they open up sidewalk patios and beer gardens so the atmosphere is amazing.

Most of the restaurants have menus outside so you can check the prices before you go in. If you want separate bills, you should tell the waiter / waitress when you order. When you receive the bill you should add a tip of about 15%, if you are happy with the service. Every mall has a food court which offers a great variety of choice at a reasonable price. The World Exchange Plaza, which is just 1 block from the GEOS building, has 10 different places to choose from.

Feedback

Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm>. We always welcome ideas, tips and constructive criticism!

Address:

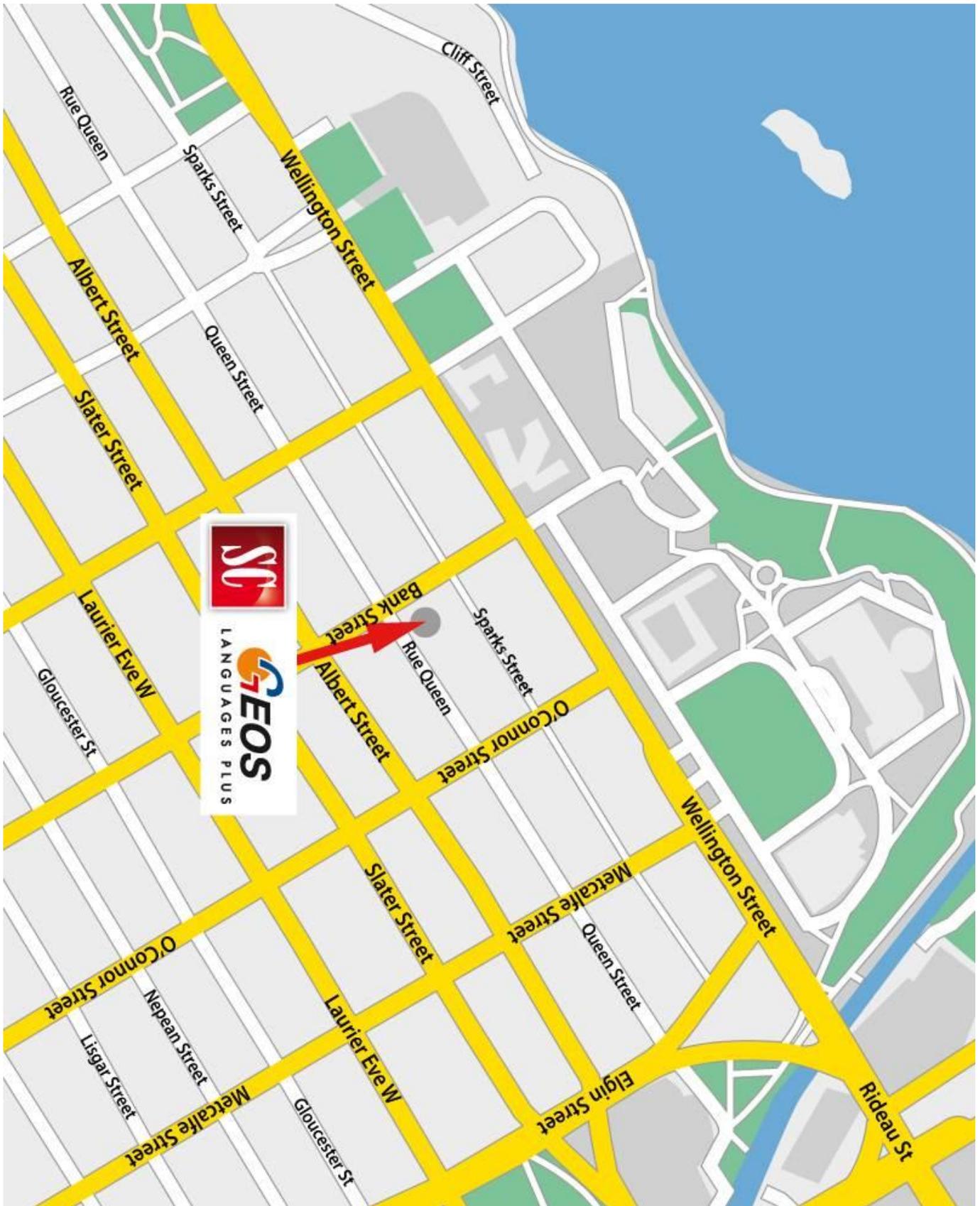
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We wish you a wonderful stay and a successful language course!

**Your
Sprachcaffe Team**

Location of the school



Checklist before departure

Things you might want to think of when packing your luggage

Important travel items

- Travel guide
- Reading material
- Dictionary
- Cash, credit card
- Phone number of your credit card company, in case you have to block the card
- Vaccination card
- Inform Sprachcaffe about arrival time
- Alarm clock
- Sunglasses

First-aid kit

- Sunscreen
- Any medicine required
- Insect spray
- Medicine for stomach trouble
- Plasters
- After-sun lotion
- Tweezers

Travel documents

- Identity card
- Flight or train ticket
- Student ID
- Sprachcaffe travel documents

Sport/Hobby

- Camera
- Extra film, extra memory card
- Music / radio
- Batteries
- Sports equipment

Insurances

- Travel health insurance
- Luggage insurance
- Insurance card from your car insurance
- Phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind