

TRAINEES...

We look forward to you joining us at The King's Lodge!

We are excited that you will be having an active role in serving and learning with us during your course. We believe that God has called us together to learn about all spheres of life and to influence society – locally, nationally and internationally and you have a significant role in this. We look forward to you not only learning a great deal for yourself, but also contributing to the mission of The King's Lodge and YWAM.

THE FOLLOWING INFORMATION IS VERY IMPORTANT, PLEASE READ IT CAREFULLY.

PASSPORTS & VISAS

Please ensure that you apply for your course well in advance so that we have time to complete the application process and issue the appropriate documentation needed. Once accepted, you will be asked to pay a non-refundable deposit of £100 which will guarantee your place on the course. This is non-refundable, but is counted towards your lecture fees. **Please note, if you have money pledged towards your fees, we may ask that you pay part of your course fees prior to coming and before we issue you with a Visa Guarantee Letter / Certificate of Sponsorship.**

Your passport will need to be valid for at least six months after you return to your home country. Visas may also be required for outreach and your course staff will help to arrange these for you during the lecture phase. Please note the cost for visas is not included in your course fees.

UK & EEA & Swiss Citizens – NO VISA REQUIRED.

Please bring your passport with you and have your acceptance letter ready to show at Immigration on arrival to the UK, as they may ask your intentions for staying in the UK.

NON-EU/EEA APPLICANTS – APPLY FOR TIER 5 RELIGIOUS WORKER VISA IN ADVANCE.

ALL non-EU/EEA applicants need to apply for a visa **PRIOR TO COMING TO THE UK** – so please ensure that your application is processed with us in plenty of time. Once accepted for a course and a non-refundable deposit of £100 has been paid by you, then we can apply for a **Certificate of Sponsorship Number** that you will need as part of your visa application.

Please do not book travel without visa approval and issue first. When your visa is issued, please ensure you book a return ticket (not one-way ticket).

For the purposes of immigration, all applicants (except citizens of EU / EEA countries) accepted for YWAM courses in the UK will need to apply for a **TIER 5 RELIGIOUS WORKER VISA** (**NOT** a student or visitor visa).

To avoid confusion, all applicants enrolled on our courses are "**TRAINEES**" (**NOT** students). The government has recognised that a YWAM trainee is a person who comes to the UK with the intent to work with YWAM and participate in one of our University of the Nations courses (such as a DTS, SBS etc).

Overview of Process Once Accepted for Course:

1. Registrar sends acceptance email / letter to Trainee & £100 (or more) deposit is requested.
2. £100 (or more as requested) received from Trainee.
3. Registrar applies for Certificate of Sponsorship Number & Issues a Guarantee Letter to Trainee. *If you request documents to be couriered to you, this will be at your expense and be added to your fees.*
4. Trainee applies for Tier 5 Religious Worker Visa.
5. Trainee advises registrar of the Visa Number once it has been issued and books travel.

If you would like more information, please see the following websites and take the time to go through each section carefully:

<http://www.ukvisas.gov.uk>; <http://www.visa4uk.fco.gov.uk>

Please be aware that the British Government will charge you a fee for your visa; you will find details of this on the website mentioned above.

PLEASE BE AWARE THAT IF YOU COME TO THE UK FOR A YWAM COURSE WITHOUT A TIER 5 RELIGIOUS WORKER VISA, YOU WILL BE ASKED TO LEAVE THE COUNTRY. YOU WILL THEN HAVE TO ENSURE THAT THE CORRECT VISA IS OBTAINED. THIS MAY INVOLVE EXTRA EXPENSE AND TIME AND MAY JEOPARDISE YOUR ACCEPTANCE TO THE COURSE – SO PLEASE FOLLOW THESE GUIDELINES CAREFULLY.

PLEASE DO NOT HESITATE TO ASK IF YOU HAVE ANY QUESTIONS.

CRB CHECK OR EQUIVALENT (POLICE CHECK)

FOR UK CITIZENS (or people who have lived in the UK for more than one year)

A CRB (Criminal Records Bureau) check will be required in order for you to be involved with Youth With A Mission. We will contact you with the requirements of this. Please note that there will be a fee charged for the CRB check which is in addition to the cost of the course.

FOR NON-UK CITIZENS

As part of your application, please provide us with an equivalent of a CRB (Criminal Records Bureau) check from your home country. This may be different from country to country, so please check with your local police station what documentation you need to request. (eg. Police check)

Please note there may be a cost involved and may take time for this to be issued. Please keep us updated with the progress of obtaining your police check and please send us a copy once you have received it.

FINANCES

How much money you bring with you is entirely up to you. In addition to your course fees, you will need money to purchase things such as washing and dryer tokens, postage stamps, toiletries, snacks and phone cards. Additional costs also include visas and travel insurance and possibly vaccinations.

Throughout the UK the only generally accepted currency is British Pounds Sterling. If you have a Visa card or American Express, there are plenty of banks and ATM's around the town from which you can draw money in pounds sterling. In this case you need to check on the charges that this will incur on your account. Most ATM's will only dispense £250/per day per card.

It is very difficult to open a UK bank account. You will need proof of residency in the UK with 3 other forms of identification. Recently, with increasing restrictions to prevent money-laundering scams, the process is becoming very drawn out.

PAYMENT OF COURSE FEES

COURSE FEES MUST BE PAID BEFORE, OR UPON ARRIVAL AT REGISTRATION.

There are 5 options for payment of course and outreach fees:

- Option 1 – **Banker's Draft** made out to "YWAM"
(Charges are according to your bank).
- Option 2 – PayPal or Visa. This can be done through our website (www.thekingslodge.com) using e-mail address of accounts@thekingslodge.com. Please ensure you note who and what the payment is for. PayPal/visa also deducts approx 4.8% in charges of any transaction. **Please make allowances for these charges.**
- Option 3 – Cheque from a British Bank account – make payable to "YWAM".
- Option 4 – Credit or Debit cards – please call us if you wish to pay by this method. Charges will be applied for credit cards and overseas debit cards. For current charges, please contact: accounts@thekingslodge.com
- Option 5 - Cash in British Pounds Sterling (on arrival - for payment of balance of fees).

Please note: Additional fees will be charged for trainees staying at TKL before, between (eg during holidays), and after term times at the current hospitality rates. For current rates please email us.

*For administrative reasons we cannot accept foreign currency or cheques from non-British bank accounts. If you have any further questions, then please get in touch.

For **large** sums of money we suggest that you carry Travellers' Cheques – but please note that the UK does not accept them like cash. You may need to change them into cash at a "bureau de change" or a bank.

MEDICAL CARE AND TRAVEL INSURANCE

We require that everyone coming from a non-EU country purchases medical and travel insurance for their stay in the UK. Please take out fully comprehensive travel insurance which includes such things as: medical costs (minimum £1 million GBP or equivalent), flights home due to emergency medical situations (including death and should also include evacuation cover), cancellation cover, personal belongings, legal and personal liability cover. Two companies that we recommend are *Talent Trust Consultants*, and *Salt Insurance*.

Please bring your Insurance Certificate with you. To ensure that you have adequate cover, we will check this on your arrival. If you cannot provide proof of your cover (as per the guidelines above) or it is inadequate for the UK and/or your outreach destination, insurance will be purchased for you, **the cost of which will be added to your course fees.**

If you are a British or EU/EEA resident you can purchase Travel and Medical Insurance during the lecture phase ready for outreach.

INSURANCE OF PERSONAL PROPERTY

Generally, The King's Lodge is a very safe place to live and work. It is important for every trainee to be aware that The King's Lodge insurance policy only covers property of The King's Lodge and not personal property of the trainee. Please be aware of what is covered in your travel insurance. Please make sure that it suffices to cover pieces of valuable equipment such as laptops, guitars, ipod's, etc. We can offer safe storage for all your travel documents (passports, air tickets, etc) but not for large pieces of equipment.

VACCINATIONS & LOCAL DOCTOR'S SURGERY

Should you need to have an appointment with a doctor, whilst you are in the UK, you will be treated as a temporary resident. Please be aware that this may cost you at least £40 per visit (if you are non-British).

Due to our close living conditions (and some courses involving remote outreach locations), we require ALL our trainees to be up to date with their vaccinations. Please ensure that you are up-to-date with the following vaccinations **BEFORE** you arrive at The King's Lodge and have details of your vaccinations with you on arrival for checking on **REGISTRATION DAY**:

* Vaccinations marked with a * are required for ALL TRAINEES coming to YWAM England, The King's Lodge.

*** In addition, vaccinations marked with *** are required FOR TRAINEES GOING ON OUTREACH.

* Rubella	*** Polio	*** Meningitis
* Tuberculosis – TB	*** Hep A	*** Typhoid
* Tetanus (every 10 years) & Diphtheria	*** Hep B	

If these are not up to date upon your arrival, you will be required to have them, at your own time and expense.

Other vaccinations, and/or malaria medication may also be required (at your own expense) – but this will be advised once your outreach location is determined.

MEALS & DIETARY NEEDS AT THE KING'S LODGE

As a missionary training centre with trainees relying on us for their meals, our aim is to provide nutritious and appealing food to a wide range of cultures, age groups and preferences within a reasonable budget.

Special diets due to medical conditions will be taken seriously, and our staff will do their best to cater for these requirements. If additional speciality food purchases are necessary, the individual may be asked to provide these items or pay an additional fee. Any adjustments to eating arrangements must be communicated to avoid unnecessary effort or waste. **Please complete the dietary information which is included on the Travel Information Form and send it to us prior to coming to The King's Lodge.**

Lifestyle choices, such as those made by vegetarians, may be catered for depending on the nature of that choice. If possible, a special meal will be prepared for this person; as above, any adjustments to eating arrangements must be communicated to avoid unnecessary effort or waste.

Dislikes are common to all of us. We understand some ingredients may not appeal to you, but ask that you graciously leave it to one side and enjoy the rest of the meal.

GUIDELINES FOR FAMILIES

Further information is available to be downloaded from our website regarding family life at The King's Lodge and local schools information.

WHAT TO BRING

Luggage

One piece of luggage, preferably a rucksack (approx 55-65 litres for women and 65-75 litres for men) and shoulder bag is the best suggestion. Please check airline luggage limits before you travel. Storage space is limited at The King's Lodge and especially on outreach. A note for families: avoid oversized luggage as handles tend to break in transit and they are useless and cumbersome during outreach.

For **outreach** you are limited to one piece of check-in luggage (20kg – preferably a rucksack) and one small piece of carry-on luggage (7kg). You will have to carry it yourself, on and off often-crowded public transport. Label your luggage well so it will find its way to your destination if it is lost in transit.

Bedding

This is supplied for all trainees, but you can bring your own pillowcase, sheets and duvet cover, if you prefer. For the outreach phase you may need a sleeping bag and an air mattress, but these can be purchased locally if necessary.

Checklist

- Nice outfit for church
- Set of work clothes
- Clothing for outreach. (Some destinations have special requirements particularly for women, e.g. Long skirts, and no sleeveless tops. Such items can be purchased in the UK if necessary.)
- Warm sweaters
- Clothes to sleep in & go to bathroom
- Raincoat / umbrella
- Walking shoes
- Personal toiletries, towel, face cloth
- Medication & vitamins
- Torch, Alarm Clock, Camera, Musical Instruments
- Stationery (notebook, pens etc)
- Bible (SBS trainees will be supplied with a Bible)
- Flexible and teachable spirit

What To Do Before Leaving Home

- Check passport expiry date is at least 6 months beyond the date of your return to your home country & renew it in good time if necessary;
- Take out travel and medical insurance and send details to the Registrar;
- Arrange for your mail to be forwarded to The King's Lodge or to a friend or relative;
- Compile address list of people you want to keep in contact with;
- Renew your driving licence if it expires whilst away;
- Especially for overseas trainees: please make suitable arrangements for your finances/bank accounts or ensure that someone you trust is able to take care of this while you are away;
- Make sure you have your acceptance letter and visa on arrival to the UK;
- Ask your church to pray for you and send you out.

TRAVEL ARRANGEMENTS & ARRIVAL

PLEASE DO NOT FULLY BOOK TRAVEL UNTIL YOU HAVE BEEN GRANTED YOUR VISA (see page 1). ONCE YOUR VISA IS APPROVED AND ISSUED, PLEASE ENSURE YOU BOOK A RETURN TICKET (NOT ONE-WAY TICKET).

Please plan your travel arrangements so that you arrive either **the morning (or early afternoon) of the start date of your course or the day prior to starting**. **If this is not possible, please contact us BEFORE making travel arrangements.** There will be a registration afternoon on the day your course starts and a weekend orientation to your course and to The King's Lodge.

As soon as you know your travel arrangements, please download and complete the TRAVEL & DIETARY FORM and return it to us promptly. Please try to time your arrival during reasonable hours, avoiding times between 11pm and 7am.

Please ensure that you have our phone number with you when you arrive in the UK. Especially if your travel plans have changed due to delayed flight / earlier or later bus etc, please call us to clarify where and when you will need to be collected. PHONE: **024 76348128**

By Air:

The closest airports to The King's Lodge are Birmingham International and Nottingham (East Midlands). If you arrive at either of these airports we can collect you on your arrival.

Alternative airports are: Heathrow, Gatwick, Stansted, Luton and Manchester. You will then need to take a coach to Coventry (Pool Meadow) Bus Station.

We strongly recommend you use "**National Express**" coach services. These run from the above airports directly to Coventry (Pool Meadow) Bus Station and are best booked via the internet before you fly.

Their website is: www.nationalexpress.com

Alternatively you can purchase a ticket at the airport when you arrive. Remember to bring enough UK currency to pay for your tickets if you have not already purchased them on-line (approx £40-50 per adult).

Please call us as soon as you arrive at the airport and you know which bus you will travel on and the time of its arrival at Coventry (Pool Meadow) Bus Station.

By Train:

The nearest and most convenient train station to travel to is Nuneaton. If unable to travel to Nuneaton, the alternative station is Coventry. Please let us know your arrival date and time well in advance and we can collect you from the train station.

By Car from the North:

From the M6 southbound:

exit junction 12(A5) towards Cannock and Tamworth.

Stay on the A5, by passing Tamworth and Atherstone.

Where the A444 crosses the A5 you pass a Public House called the "Royal Red Gate."

The King's Lodge is on the left hand side about 2 miles ahead.

From the M1 southbound:

Take the M69 at junction 21, sign posted for Coventry.

On the M69 turn right onto the A5 at Junction 1 towards Hinckley and Nuneaton.

Stay on A5 (approx 5 miles) until you come to a traffic island signposted for Higham-on-the-Hill – go straight ahead.

The King's Lodge is about 200 metres on the right. (Please slow down and signal early after the traffic island).

By Car from the South:

From the M1 northbound:

Take junction 18, (A5)

Stay on A5 (approx 20 miles) until you come to a traffic island signposted for Higham-on-the-Hill – go straight ahead.

The King's Lodge is about 200 metres on the right. (Please slow down and signal early after the traffic island).

From the M5 northbound:

Take Junction 4 onto the M42.

Exit M42 at junction 10 onto A5 towards Atherstone.

Where the A444 crosses the A5 you pass a Public House called the "Royal Red Gate."

The King's Lodge is on the left hand side about 2 miles ahead.

From the M40 northbound:

Take Junction 17 onto the M42.

Exit M42 at junction 10 onto A5 towards Atherstone.

Where the A444 crosses the A5 you pass a Public House called the "Royal Red Gate".

The King's Lodge is on the left hand side about 2 miles ahead.

LOCATION

Youth With A Mission, The King's Lodge (TKL) is based in the Midlands. The nearest large towns are Coventry, Leicester and Birmingham. We are situated on the A5 road, between Hinckley and Nuneaton, in the countryside.

CLIMATE

The warmer months in England are July and August (8-20°C, or 46-68°F) and the cooler months are November to March (0-8°C or 32-46°F). The average rainfall each month is about 3.5mm.

ACCOMMODATION

We live in a large house, which was originally built as a boys' boarding school in the 1880's. Single trainees will generally share 4 people per room (with the exception of two dormitory rooms of 8-10 people). Families must be prepared to live in limited space, although we realise the need for privacy. Couples without children (or with a young child) will generally have one private room. Families with older children may have partitioned rooms.

LAUNDRY

Our laundry room has token-operated industrial size washing machines and dryer. The washing machine tokens are £1.50* and the dryer tokens are 2 for £1*. Trainees often combine loads to share the cost.

*charges subject to review.

MAIL, PHONE & FAX

Mailing address: The King's Lodge, Watling Street, Nuneaton, CV10 0TZ, UK.

The payphones can receive and make international calls using phone cards (bought locally).

Payphone numbers: +44 (0) 247 637 8580
+44 (0) 247 637 8581

Fax: +44 (0) 247 634 4464

For emergencies only: +44 (0) 247 634 8128

(* overseas callers delete the 0 when dialling)

With the increasing use of mobile phones and texts, the payphones are less in use. UK SIM cards can be purchased locally but you will need to check the suitability of your phone for use in the UK before you arrive, or buy a phone whilst you are here. "Pay as you Go" mobile phones can be bought for £30 or more.

INTERNET AND COMPUTER ACCESS

Use of the internet and wireless system is included in your tuition fees. A number of computers are available for trainee use, including email and internet access, and we have a wireless network system for your laptop computers.

BRITISH VOLTAGE

Overseas trainees please note that voltage for electrical appliances is 240 volts, AC current and not suitable for 110 volt equipment. Please ensure you buy an adaptor before you come. **MAKE SURE ALL LAP-TOP COMPUTERS ARE DUAL VOLTAGE.** Please check with maintenance when you come if you are unsure about anything to do with electrical appliances.

TIMETABLE & TEACHERS

During your time at The King's Lodge you will be involved in intercession for the nations, worship and lectures. There will be small group meetings, work duties and community help. The evenings will be varied eg. personal studies, lectures, free time etc. Teaching is provided mainly by visiting speakers and YWAM staff. DVD's and video-conferencing are occasionally used.

REGISTRATION WITH POLICE

Upon entering the country the Immigration Officer may, at his or her own discretion, ask you to register with a local police station after you arrive at The King's Lodge. If you are asked to register with the police, it should be done within two weeks of arrival and will require two passport photos and the registration fee. If this is the case, please ensure that you advise us when you first arrive.

SMOKING

The King's Lodge is a community of Christians from all kinds of cultures, backgrounds and denominations. As such, we find different views on many issues, including smoking. As a community, we seek to respect and honour all of our members. In the interests of smokers, non-smokers and those who might be tempted to smoke, we have adopted the following policy:

"Smoking is not permitted anywhere at The King's Lodge, inside or outside. Those trainees or staff who wish to smoke must leave the property to do so."

Additionally, there are special circumstances when trainees are on outreach. As most of our outreach locations do not allow Christians to smoke, course leaders may require their trainees to stop prior to or during the lecture phase. This will be communicated to you if applicable.

ALCOHOL

In common with YWAM bases around the world, The King's Lodge welcomes staff and trainees from many nations and peoples of the world. We enjoy and celebrate the cultural diversity we find within the mission. Within the norms of biblical standards we seek to accommodate one another, in Christian love, rather than trying to impose a particular standard or set of expectations on our individual behaviour. At the same time we need to be careful not to offend one another or to cause anyone to slip in their own standard of behaviour.

Inevitably we will find a variety of legitimately held views within the base at any particular time over a number of issues, not least of which will be Christians' varying attitudes to alcohol. There will be those who cannot understand how a Christian can drink alcohol and claim to be following Jesus. In contrast there are those who consume a moderate and proportional amount who can wonder what all the fuss is about! In view of the variety of opinion on the issue we offer the following policy framework:

"We have a strict no-alcohol policy in all trainee accommodation and in all public places within The King's Lodge property. Alcohol may neither be consumed nor taken into these parts of the premises. The abuse of alcohol is forbidden in all circumstances."