

RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

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Patron: Sir Rodric Braithwaite G.C.M.G.

Web site: www.rlus.co.uk

Booking Form Notes

As the Booking Form is an important document, RLUS advises you to print out a copy of the form to keep for your records.

INTRODUCTION

Please download the [booking form](#) from the website, type your answers and save it as a Word file. Depending on the system your university uses, you may *either* send the form as an e-mail attachment to roy.bivon@rlus.co.uk *or* print it out and hand it to your liaison officer to send on to RLUS. If you e-mail your form, no signatures will be required. RLUS will confirm with your university that they approve of your course choice. You should send a deposit of £50 for each course you apply for (see section 6 below). Applications cannot be processed without a deposit or a valid passport copy. Please note that the final date for cancelling a course is two months before the start of the course. After that date, you will be obliged to pay the full cost of the course, whether you attend it or not. For this reason you are advised to have arranged insurance two months before the course starts.

By submitting the form, you agree to the conditions in the following documents: [Terms and Conditions Relating to RLUS Student Placement Scheme](#) and [Statement of Information](#). You can read them by clicking on the links or going to the website.

WHAT HAPPENS NEXT

- 1) On receipt of your booking form, deposit and passport copy, you will be sent an e-mail with your personal and course details. Please check this carefully and let Dr Bivon know immediately of any errors.
- 2) Your passport copy will be sent to Russia in April for courses starting in September/October and in October for those starting in February/March
- 3) Invoices for autumn term courses will normally be sent to your University Liaison Officer in early May for payment at the beginning of July; invoices for spring term courses will in most cases be sent to your University Liaison Officer in early November for payment by mid December. Your Liaison Officer will send the relevant invoices on to you for payment. Please check what you are expected to pay and ensure that payment is made by the due date. Students who have not paid the invoice will not be able to attend the course. If you have not received your invoice by mid May (autumn term courses) and mid November (for spring term courses), please contact Dr Bivon.
- 4) You can expect to receive your visa invitation 3-8 weeks before departure. You will not be able to get a visa without this document. Your visa invitation will only be sent to you if you have paid the relevant invoices and have sent RLUS proof of insurance. For more information on insurance, please read the [Insurance](#) document on the website.

NOTES

(The numbers refer to the section on the booking form)

1. Personal details

The address you give will be used for all correspondence, and, most importantly, to send you your visa invitation. Please make sure that Dr Bivon is informed of any change of address. If possible, please provide RLUS with a UK address. If you want

your visa invitation sent to an address outside the UK, it will be sent by UPS, as the most secure postal service available via the Royal Mail has proved unreliable. The current charge for this is £40.

If you have booked an air ticket, please make sure that the name you give is the same as on your passport. Otherwise you may not be allowed on the plane. Airlines can be very strict. If you note that the name on your ticket is incorrect, you will have to pay to have it changed.

Please provide RLUS with your university e-mail. If you wish, you may also provide us with a private e-mail. RLUS will use your e-mail address(es) as the main means of communication. Please make sure that you check your e-mails regularly. Please also make sure that you provide us with at least one phone number (home or mobile). This is essential if we need to contact you urgently.

RLUS will pass your details and passport copy onto the Russian University or Institute where you are studying and to the RLUS representatives in Russia.

2. Course Programme Details

Use the list at the end of this document to decide on your course. This gives the only options available. Please fill in this section carefully.

If you wish to change the course you have enrolled for, you must inform Dr Bivon and also get the approval from your university. There will be a £25 change of course fee. Changes are subject to the following deadlines:

To change an **AUTUMN** term course, you must inform RLUS and RLUS must have written confirmation that your university approves by **1ST MAY**

To change a **SPRING** term course, you must inform RLUS and RLUS must have written confirmation that your university approves by **1ST NOVEMBER**

No changes can be made if RLUS has not received your request for a change and your university's confirmation by the due date.

If you wish to cancel your course, you will lose your £50 deposit. No cancellation is possible within 2 months of the start of the course. After that date, you will be obliged to pay for the full cost of the course. You are advised to make sure that you have taken out insurance before that date, in case you need to make a claim for a cancelled course.

You may use e-mail to request changes or cancellations, but e-mails do sometimes go astray. You should assume that the changes have **not** been made until you have had confirmation by e-mail or in writing.

3. Travel

RLUS passes on requests for group travel to Study in Russia, a company owned by Dr. Bivon. If you purchase a group travel ticket, you will be usually be met by the RLUS representative and a representative of the RLUS partner institution where you will be studying and taken free of charge to your accommodation, provided that you have asked our partner institution to arrange accommodation for you. You will furthermore be able to join in the initial briefing given by the RLUS representative.

The cost of a return ticket is currently £250 for Moscow and £340 for St Petersburg. The precise costs and dates will be confirmed in May for autumn term courses and in November for spring term courses. You will also be responsible for any extra costs due to unexpected increases in taxes or fuel surcharges.

We are aware that cheaper tickets are available. However, we cannot use these, as there are unlikely to be sufficient tickets for the whole group. Furthermore, such tickets have to be purchased and paid for immediately; refunds are rarely possible. Bear in mind that a number of students change courses or withdraw altogether. Such students would not be willing to pay the full cost of the unused air tickets. Furthermore the return date of cheaper tickets cannot normally be changed. Study in Russia books tickets for the whole group well in advance and can cancel any unwanted tickets up to two months before departure. Please note that your deposit is not refundable, as this is the airline's cancellation fee.

If you require group travel, please make sure that you fill in the form from Study in Russia. You will be asked for a non-refundable deposit of £80, payable to Study in Russia. Such tickets can be cancelled up to 2 months before departure for Russia. Please note that once you have flown to Russia, you cannot cancel the return half of your ticket. Study in Russia will book the tickets for the course dates only. However, the return date can be changed once only for a fee of £55, subject to availability.

You may, if you wish, book your own ticket. However, please note the following:

- 1) Your visa invitation will not normally allow you to arrive in Russia even one day before the group travel date. Even if it does, you should not enter the country before the group travel date, as there may be problems with the registration of your visa. Any official fines levied on course providers due to students not heeding this advice will be borne by the students themselves. Please also bear in mind that accommodation arranged by our partner institutions in Russia will only start on the day that the group arrives.
- 2) Unless you can be at the airport in Moscow or St Petersburg to meet the students on the group flight, you will either have to find your own way to your accommodation or pay to be met by the RLUS partner institution. Please note that you will not be met by the RLUS group representative.
- 3) If you arrive after the group, you may miss the initial briefing by the RLUS representative.

4. Accommodation

RLUS itself does not arrange accommodation. However, all of RLUS's partner institutions in Russia will provide you with accommodation, if you request it. For security reasons they strongly advise you to live in accommodation that they provide. Please note that standards of accommodation in Russia are lower than in UK. Please make allowances.

If you require accommodation, please fill in the appropriate form. It will be passed on to the institution arranging your course. The [Accommodation](#) document on the website gives you the current costs and type of accommodation available in each centre. It is likely that the costs will be higher by the time you go to Russia. The document will be updated at regular intervals and you can expect final costs to be on the web for autumn term courses in June and for spring term ones in November. Please note that if you cancel your accommodation less than a month before departure, you will be liable to pay a cancellation charge.

Please note that RLUS will not invoice you or your university for accommodation. You should expect to pay for accommodation directly to your host university/institute or family. You should make sure that you have access to sufficient funds to do this. If

you have a UK debit or credit card, you should be able to use it in Russia to withdraw funds.

You may choose to arrange your own accommodation. However, if you decide to do this, RLUS will not be liable to provide transport to your accommodation and the RLUS student representative will not be available to deal with any problems that may arise from your choice of accommodation. RLUS will ask you to inform the RLUS student representative of your address in Russia. We will also ask you to inform your University Liaison Officer that you have arranged your own accommodation and keep them informed of your contact details.

5. Visa invitations

To obtain a visa, you will need an invitation from the RLUS course provider. This will be sent to you 3-8 weeks before departure. Most students will obtain their visas in the UK and the [Visa](#) document on the website will give you full instructions on how to apply and the documents required.

In special circumstances you may wish to apply for your visa elsewhere. It is usually only possible if you are a citizen of the country or are studying in the country. You will need to inform RLUS of the precise consulate that you wish to use when you book your course. The Russian organisation where you will be studying has to inform the Russian ministry that issues the visa invitations where you plan to get your visa. This is assumed to be the UK, unless you have informed us to the contrary. Click [here](#) to find the location of Russian consulates worldwide. If you subsequently decide to get your visa in another country, they may refuse to issue it (although experience shows that it is usually possible).

Please note that RLUS can only advise you on the documents which are required in the UK to obtain a visa. Consulates in different countries have different rules and it is your responsibility to check what those are. Be warned: this could involve you in considerable extra expense. Please note that once an invitation has been applied for, it will not normally be possible for confirmation to be sent to any consulate other than the one specified.

6. Enclosures

A) Deposits

Course deposit

You will need to pay a deposit of £50 for EACH course you are applying for. You may pay by one of the following methods:

By **cheque or postal order** payable to Russian Language Undergraduate Studies, sent to Dr Roy Bivon, Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW.

You can also pay by **internet banking**. The account details are: Cafbank Ltd, sort code 40-52-40, account number 00006049. If you wish to make a payment from a **bank account outside the UK**, please use the following account: HSBC Bank plc, sort code 40-02-26, account number 92395649, SWIFT: MIDLGB2106F IBAN: GB36MIDL40022692395649

Air ticket deposit

If you have requested an air ticket, you will need to pay a non-refundable deposit of £80 for EACH ticket you have requested. You may pay by one of the following methods:

By **cheque or postal order** payable to Study in Russia, sent to Dr Roy Bivon, Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW.

You can also pay by **internet banking**. The account details are: Norwich & Peterborough Building Society, sort code 08 60 81, account number 33195965. For bank transfers from outside the UK, please use the following account: Smile (Internet bank of the Cooperative Bank Ltd), sort code 089286, account number 78225066, account name: Dr R Bivon, IBAN GB54CPBK08928678225066, SWIFT CODE CPBKGB22.

Please make sure that your name is put as a reference with all payments by internet banking or bank transfers, otherwise we will have no way of knowing, who has sent the money.

B) Passport copy

Please send a clear photocopy or e-mail a scan of the information page of your passport. In UK passports this is the page at the end of the passport. All printing and numbers must be clear and your picture should also be clearly visible. In some non-UK passports the number on the information page does not photocopy easily. Please include a photocopy of a page elsewhere in the passport that contains the number.

If you do not submit a passport copy by the beginning of April for autumn term courses and the beginning of October for spring term courses, you will be charged an extra £25. Further delay may result in extra charges levied by our partner institutions in Russia. These will be passed on to you for payment.

To obtain a visa, your passport must be valid for at least 6 months after the end of your course. If it expires earlier, please do not send your passport photocopy, but apply for a new passport immediately and let Dr Bivon have the photocopy of the new passport as soon as possible. Be warned that if you delay sending in your passport photocopy, your visa invitation may be delayed and you may have to pay more for your visa invitation – or even worse, you may not receive your invitation in time to get your visa and travel with the group.

We are also informed that for all courses, except PBEN3, your passport should expire at least 21 months after the end of the course. If your passport expires earlier than this, it may not be possible to get you a visa invitation. Even if it is possible and you get a visa, you may have problems in Russia. You may not be able to extend your visa while in Russia. This is often necessary, as visas are issued for 90 days only and are extended while in Russia. If you ignore this advice, RLUS cannot be held responsible if you are not able to complete your course or incur extra expense.

Plan your time before you go to Russia carefully. You are advised to apply for your visa at least three weeks before departure and will have to send your **original** passport (not a photocopy). It can be done in a shorter time, but it will cost you more and you will have to go in person.

Safety

RLUS is assured that all teaching and accommodation in halls of residence complies with local fire and safety laws. RLUS is also assured that all homestay accommodation is inspected by the host organisation. Few countries are as stringent as the UK in setting general standards for safety, hygiene and fire precautions and the local authorities in Russia may not have adequate resources to monitor and enforce standards. We suggest that you familiarise yourself with the lay-out of hall of residence and teaching buildings and the means of escape in the event of an emergency. In particular it is common practice for fire exits in Russia to be kept locked with a key being available with a nominated official. This is to alleviate the serious security threat posed by emergency exits being left open. In homestay accommodation, please obey all safety instructions given to you by your host family.

COURSE LIST

The RLUS Executive Committee has decided that courses will only run if there is a minimum of five students applying for the course. From the estimates that we have had from your university, all of the courses listed below should run. If, however, by the closing date for applications, there are not sufficient students for the course you have selected, you will be informed and asked to choose another course.

32/36 WEEK COURSES

course code	Location	Course organiser
MLL36	Moscow	Language Link
PBEN36	St Petersburg	Benedict School
TV32	Tver	State University <i>FOR GLASGOW STUDENTS ONLY</i>
Y32	Yaroslavl	State University <i>FOR OXFORD STUDENTS ONLY</i>

THREE WEEK COURSE SEPTEMBER 2010

course code	Location	Course organiser
PBEN3	St Petersburg	Benedict School

AUTUMN TERM 2010

16 week courses

course code	Location	Course organiser
MLL16A	Moscow	Language Link
PST16A	St Petersburg	State University
PBEN16A	St Petersburg	Benedict School
PET16A	Petrozavodsk	State University
Y16A	Yaroslavl	State University

13 week courses

course code	Location	Course organiser
MLL13A	Moscow	Language Link
PST13A	St Petersburg	State University
PBEN13A	St Petersburg	Benedict School
PET13A	Petrozavodsk	State University
Y13A	Yaroslavl	State University

SPRING TERM 2011

18 week courses

course code	Location	Course organiser
MLL18S	Moscow	Language Link
PST18S	St Petersburg	State University
PBEN18S	St Petersburg	Benedict School

VOL18S	Volgograd	Language Link
Y18S	Yaroslavl	State University

13 week courses

course code	Location	Course organiser
MLL13S	Moscow	Language Link
PST13S	St Petersburg	State University
PBEN13S	St Petersburg	Benedict School
VOL13S	Volgograd	Language Link
Y13S	Yaroslavl	State University

COURSE DATES

The precise dates for the courses will be fixed once the group air tickets have been booked: in May (for autumn courses) and October (for spring courses). The dates for courses in 2009-10 are on the web. You can use these as a guide, but the dates are likely to vary by a day or so in 2010-11. DO NOT BOOK YOUR OWN AIR TICKET UNTIL THE PRECISE DATES HAVE BEEN CONFIRMED.

36 WEEK COURSES start in early September and finish in early June. The Oxford 32 week course in Yaroslavl will start in October. The Tver 32 week course for Glasgow students will start in early September and finish in the middle of April.

AUTUMN TERM 13 and 16 week courses start together at the beginning of September. 13 week courses finish at the beginning of December. 16 week courses finish immediately before Christmas.

SPRING TERM In the spring term 18 week courses start in the third week in February and finish at the end of June. 13 week courses in Moscow, St Petersburg (at the Benedict School), Volgograd and Yaroslavl will start at the same time as the 18 week courses and finish in mid May. In St Petersburg, the 13 week course at the State University may start at the end of March and finish at the end of June. This course is suitable for students who have other commitments in the first half of their year abroad and cannot start a course in February.

(Dr) Roy Bivon
Operations Consultant, RLUS Ltd
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