

RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

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

Web site: www.rlus.co.uk

TERMS AND CONDITIONS RELATING TO RLUS STUDENT PLACEMENT SCHEME

1. Payment

I understand that this course is arranged by RLUS as agent for the University named on the booking form ("the University") and that I am liable in full of ensuring all payments are made promptly in respect of my participation in any RLUS course. I agree that RLUS will send invoices for payments and may send invoices via the University's liaison officer and that tuition fees may be accepted by RLUS from the University, but that in neither case shall this relieve me of my liability to RLUS to ensure payment is made on or before the due date as will be detailed on the invoice(s). I understand I will not be allowed to participate in any RLUS course while payments to RLUS are outstanding. RLUS accepts and makes payments as agent for the University named on the Booking Form.

2. Refunds

I understand that if I withdraw from my chosen course, I will only receive a refund if the following conditions are met. If they are not, the student may be able to claim on his or her insurance.

- 2.1 I acknowledge that if I withdraw from my chosen course for any reason (including examination failure), I will receive the refund of fees already paid, subject to the conditions in paragraph 11 of the Statement of Information document. This refund will be made, only if prior written notice of withdrawal is given by me or on my behalf to RLUS at least 2 months before departure, as detailed in paragraph 3.
- 2.2 In the event of a course for which I have been accepted being withdrawn by RLUS under paragraph 6.2 below, RLUS will refund such fee as shall have been paid by me.

3. Communications

3.1 I agree that before departure, students should normally liaise with RLUS through their departmental Liaison Officer or department. When direct contact between a student and RLUS is necessary, this should be with the Operations Consultant of RLUS. All communication with RLUS must be in writing and be sent to The Operations Consultant, Russian Language Undergraduate Studies Limited, Flint House, Lynn Road, Stoke Ferry, King's Lynn, PE33 9SW, e-mail: roy.bivon@rlus.co.uk, phone and fax: 01366 501445. Communication shall be deemed to have been received as follows:

- 3.1.1 if delivered by hand, on the date of delivery;
- 3.1.2 if sent by post from outside the UK, on the tenth day after posting;
- 3.1.3 if sent by first class post inside the UK, on the second day after posting;
- 3.1.4 if sent by second class post inside the UK, on the fourth day after posting;
- 3.1.5 if sent by fax, on receipt by the sender of the written acknowledgement of satisfactory receipt of fax by the recipient's fax machine.
- 3.1.6 if sent by e-mail, on receipt by the sender of the written acknowledgement of satisfactory receipt of the e-mail.

4. My obligations

I understand and accept that the following are my obligations and duties and I agree that I will fulfil these:

- 4.1 To attend all classes, unless I am unable to do so for good cause, in which case I will notify the course provider and RLUS at the earliest opportunity.
- 4.2 To comply with all local laws and all reasonable instructions given by or on behalf of RLUS, whether given orally or in writing. I acknowledge that I may be required to return to the UK if I do not comply with such laws or instructions, in which case I will not be entitled to any refund and will become further liable for the costs associated with my return.
- 4.3 To provide accurate information to RLUS on my booking form, and to update the information given if my circumstances alter.
- 4.4 To ensure I am medically fit to travel and participate in my chosen RLUS course and to obtain all necessary or recommended inoculations at appropriate times whether before or after departing the UK.

- 4.5 To take all reasonable care of all property at my accommodation in Russia and that of my course provider and RLUS and to make good any loss or damage caused by me.
- 4.6 To ensure my passport is valid for at least 6 months beyond the date on which I am due to return to the UK (or such other date as may be stipulated by the Russian authorities) and to obtain all necessary visas.
- 4.7 To make adequate provision for my own expenses outside those matters organised for me by RLUS.
- 4.8 To make my own insurance arrangements. This is a condition of attending a RLUS course.
- 4.9 To keep within the luggage allowance specified on my air ticket or to meet any charges levied by carriers for exceeding this allowance.
- 4.10 To take with me suitable provisions for the first 24 hours of my visit if my initial destination is beyond Moscow.
- 4.11 To undertake to exercise all due caution and common sense at all times and to use all reasonable endeavours to avoid injury to myself or others.
- 4.12 In the event of any national international political or civil unrest emergency personal illness or incapacitation or other event which RLUS in its absolute discretion deems likely to endanger my well-being to authorise RLUS and its agents to take such action as in its absolute discretion it deems necessary to ensure my well-being including at my own expense arranging medical treatment and/or transportation to Great Britain.
- 4.13 To undertake to remain under the supervision of RLUS throughout the duration of the Course and to observe and abide by all rules and instructions contained in the briefing documents or at any time notified to me by RLUS or its representatives. I understand that if I am in breach of such rules and instructions RLUS may forthwith terminate the Course and transport me to Great Britain at my own expense and retain any fees paid.
- 4.14 To acknowledge that in the event of any civil unrest, politically-motivated or other violence, whether threatened or actual, or other event of a hazardous or potentially hazardous nature in the vicinity of the Course location, RLUS reserves the right to cancel, alter, relocate or postpone the Course.

5. The University's Obligations

I understand and accept that the University's obligations to me (through RLUS as the University's agent) are limited to the following:

- 5.1 Using their reasonable endeavours to organise tuition I have chosen.
- 5.2 Giving clear instructions to course and accommodation providers as to what is required of them but without incurring any liability in the event that the providers fail to so; and obtaining confirmation from the providers that all reasonable efforts will be made to fulfil these requirements. RLUS will use reasonable endeavours in the event of the withdrawal of a course by the provider, to procure an alternative course by the provider, but always subject to RLUS' right under clause 6.2.
- 5.3 Disseminating relevant advice and information by way of documentation and/or briefing meetings.
- 5.4 Taking reasonable steps to monitor the academic standards of the courses offered on the RLUS programmes.

6. Limitations

I understand and agree that:

- 6.1 RLUS as the University's agent shall be free to accept or decline my application and that there shall be no binding agreement between the University and me unless and until I receive confirmation from RLUS of my registration on a RLUS course.
- 6.2 RLUS as the University's agent will use its best endeavours to provide courses. However, if, due to lack of support, it is not, in the reasonable opinion of RLUS, economical to provide a course, it may be withdrawn. If I have been confirmed as registered on a withdrawn course RLUS may, with my agreement, transfer my registration to a suitable alternative course.

- 6.3 The University through RLUS shall use its reasonable endeavours to provide accurate information but shall not be liable for any errors or omissions in any information it provides which has not been compiled by RLUS.
- 6.4 The University through RLUS shall not be liable for the health or safety of students participating in any RLUS course other than for death or personal injury arising out of the negligence of the University.
- 6.5 RLUS shall not be liable for any loss or damage, expenses or costs incurred by me or for my death or personal injury to me, howsoever caused, arising directly or indirectly from my placement by RLUS on a course of study, with the exception of my death or any personal injury caused by the negligence of RLUS, its agents or employees.

7. Complaints Procedure

- 7.1 The University through RLUS will take all reasonable steps to investigate genuine complaints of participating students.
- 7.2 I agree to raise any complaint as soon as reasonably practical and always (other than in exceptional circumstances) before I return to the UK.
- 7.3 I acknowledge that complaints should be initially addressed to RLUS Group Representative in Russia.
- 7.4 I understand that if I wish to pursue a complaint upon my return to the UK, or if exceptional circumstances prevented me raising a complaint before returning to the UK and I wish then to raise a complaint, these should be addressed to Dr Roy Bivon at RLUS or such other person as RLUS may notify me of.

8. Proper Law

These standing regulations shall be governed by English Law and the parties accept the non-exclusive jurisdiction of the English Courts.

9. Indemnity

I agree to indemnify the University for any loss or expense caused by my failure to provide accurate information to RLUS or by any breach by me of this Agreement.

Please retain this document for reference, but make sure that you have signed the booking form, stating that you have read and accept the information in this document.

February 2009