

RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

RLUS is a non-profit-making company limited by guarantee. Company No. 2867380 Registered Charity No. 1028482

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

Web site: www.rlus.co.uk

TRAVEL TO RUSSIA

Study in Russia, a company owned by Dr Bivon, will arrange group air tickets. You are not obliged to purchase a group ticket. You may, if you wish, arrange your own travel. Please read this document, before deciding how to travel to Russia.

GROUP TRAVEL

Current costs:

BA Moscow flights (for Moscow, Tver, Volgograd and Yaroslavl courses) £345

BA St Petersburg flights (for St Petersburg and Petrozavodsk courses) £380

Baggage allowance for BA flights is 23 kilograms.

Tickets will only be booked on receipt of a non-refundable deposit of £80 for each return ticket. This will be deducted from cost of the air ticket. The tickets will be booked for the course dates only. All tickets will be booked for the course dates. The outward date cannot be changed. For how to change the return date, see below.

If you book a group ticket, you will be met at the airport in Moscow or St Petersburg by a RLUS representative. If you have booked accommodation from the university or institute where you are studying, you will be taken free of charge to your accommodation. If you have organised your own accommodation, you should either make your own arrangements to travel to your accommodation, or request for a taxi to be arranged for you. You will have to pay the costs of the taxi.

Flight details for the autumn term should be available in April and for spring term courses in October. As soon as they are available, they will be placed on the website. All flights leave from Heathrow. The flights leave between 9.00 and 11.00 in the morning. Please bear this in mind if you have to travel a long way to Heathrow. Precise times will be available only when the flights are booked. You can find the current times on the BA website (www.ba.com).

BA flights will leave from Heathrow terminal 5. You will not be issued with paper tickets, but sent an e-ticket by e-mail. This is the only ticket that BA now produce. If you should lose it, don't worry. You don't actually need it! Just turn up at the airport and present your passport. Your name will be in the computer and you will be allowed on the plane. The tickets will be issued about 8 weeks before departure and cannot be cancelled after that date, although you may not receive them until about 3-4 weeks before departure. You may not be able to check in on line, as this is often not available for group tickets. You can, of course, check in on arrival at Heathrow.

Please note that once you have flown to Russia, you cannot cancel the return half of your ticket. You should make your own way to Heathrow and check in. You will not be met by a RLUS representative at Heathrow.

You are responsible for paying Study in Russia directly, please note that if payment has not been received for your air ticket by the date on your invoice, your ticket may be cancelled, you will lose your deposit and you will be responsible for purchasing your own ticket. All flights are on British Airways. The costs will be confirmed when the tickets are booked. Please note that if, subsequently, the airlines impose surcharges or if taxes increase, you will be responsible for paying any extra costs.

We are aware that cheaper tickets are often 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 and refunds are rarely possible. Bear in mind that a number of students change courses or withdraw altogether and they 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 8 weeks before departure. Please note that your deposit is not refundable, as this is the airline's cancellation fee.

Change of return date

You may make one change to the date of your return ticket, subject to seat availability. You are advised to do this as soon as possible, as there are a limited number of seats available on each flight in the appropriate price category. You are not allowed to pay extra if tickets in the appropriate price category are not available. You will have to choose a different flight. Please change your ticket **before** you make any arrangements for the end of your stay in Russia.

You must change your ticket before your return departure date. You cannot change the departure airport in Russia. There is no refund, if for any reason you decide not to use the return half of the ticket.

If you wish to change the date of your return journey, you should go to the BA office in Moscow or St Petersburg. There will be a charge of £50.

Moscow

4th Lesnoy Pereulok 4
5th Floor
Lesnaya Plaza Business Centre
125047 Moscow
Phone: +7 495 363 2525

The closest metro is Belaruskaya.

St Petersburg

Owental History Business Centre
6th floor
office 701
ul.sotsialisticheskaya 14
191119 St Petersburg

According to the rules of the group ticket, you can't change the outward journey. If for some reason, you can't get a visa in time to travel out on the group flight, please contact Dr Bivon as soon as possible. Sometimes BA relents and will change the outward flight for a fee. However, there is no guarantee. If you don't use the outward flight, you are unlikely to be able to use the return half of the ticket.

NON-GROUP TRAVEL

If you purchase your own ticket on the same flight as the group, or can arrange to be at the airport in Moscow or St Petersburg to meet the group, you will be met at the airport by the RLUS representative and taken free of charge to your accommodation, provided that:

- a) You let Dr Bivon or the RLUS representative know at least two weeks before arrival;
- b) You have booked accommodation from the university or institute where you are studying.

Please note that if you are not on the same flight as the group and your flight is delayed, group transport will not be able to wait for you. You are advised to have the RLUS representative's mobile phone number, in case you fail to meet the group.

If your arrival plans will not allow you to meet the group, you will either have to make your own way to your accommodation or pay to be met. Do not expect in these circumstances to be met by the RLUS representative. If you want to be met, and your course is in Moscow or St Petersburg, the university or institute where you are studying will arrange for a taxi to pick you up and take you to your accommodation. You will have to pay the cost of the taxi. If you are making your own way to accommodation arranged by the university or institute where you are studying, please contact your RLUS representative 1-2 days before arrival to find out where you will be staying.

Your visa may expire before the end of your course. This will, if necessary, be extended in Russia. The major airlines will check that you have a valid visa for the outward journey before they will allow you to travel. They will not worry if your return ticket is beyond the validity of your visa. However, students travelling on smaller airlines have had problems, as they do not have a valid visa for the return flight. Please check this with your airline when booking your ticket.

If your course is not in Moscow or St Petersburg, you will have to make your own arrangements to travel to the town where your course takes place. It will usually be possible to be met on arrival at your course town.

YOUR VISA INVITATION WILL NOT NORMALLY ALLOW YOU TO TRAVEL 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 registration. 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 the university or institute where you are studying, will only start on the day that the group arrives.