

[TERMS AND CONDITIONS 2017

HOW TO BOOK YOUR RUSSIAN LANGUAGE COURSE AT DERZHAVIN INSTITUTE:

Decide when you would like to come to St. Petersburg and how long you would like to study. Complete the Enrollment form (either in written form or digitally) and send it to our booking office in St. Petersburg by e-mail (lingv@derzhavin.com). You can also complete the form on-line at <http://www.derzhavin.com/en/booking/>. The Institute will reply to confirm your booking within 24 hours.

VISA SUPPORT

All foreign travelers to Russia require an entry visa. The school can provide applicants with an invitation letter, which is necessary to obtain an entry visa.

There are several different visa types which can be used to enter Russia; they differ in terms of the length of stay in Russia and number of entries into the country.

- Those students who wish take a short term course (up to 4 weeks) are provided with an invitation letter for a tourist visa. Tourist visas are valid for up to 30 days and allow only a single entry into Russia. The invitation letter can be provided within several days of application. A copy of the invitation is enough to apply for a tourist visa in a Russian Consulate or Embassy or approved, dedicated visa centre. Tourist visas can't be prolonged in Russia. The application deadline is 4 weeks prior to the start of your course.
- Those students who wish to take a long term course (4 weeks +) are provided with an invitation letter for a study visa. Study visas are valid for a maximum of 90 days. The invitation can be provided within 30 days of application and the original copy is required to get the visa. The original invitation is posted to the students via an express courier service (the post expenses are added to the invoice). The application deadline is 8 weeks prior to the start of your course.
- For the citizens of Schengen countries it is possible to apply for simplified study visa support. The school will issue an invitation and send an e-mail copy. Simplified study visas are valid for a maximum of 90 days. The application deadline is 4 weeks prior to the start of your course.

IMPORTANT:

- The Institute sends invitation letters only after full payment for the programme is made.
- The tourist and study visas can not be prolonged in Russia. The students who are taking long-term courses will have to leave Russia and apply for a new visa either in their home country or in Estonia or Finland (please check with the consulate for the exact terms and conditions if you are applying for a visa outside your home country)

BOOKING DEADLINES

- For all short-term courses (up to 4 weeks) the booking deadline is 4 weeks prior to the start of the course.
- For all long term courses (4 weeks +) Enrollment form should reach us 8 weeks prior to the start of the course..
- It is only upon observation of these terms that the Institute can guarantee the visa support.
- For students who already possess a valid Russian visa and don't require invitation letters from the Institute the booking deadline can be 1 week for short-term courses and 2 weeks for long stay courses.

PAYMENTS

There are 2 options for the payment of course and accommodation fees:

- Bank transfer. Bank details are provided on the invoice that is sent to students together with the confirmation of course details. The Institute will also send you a copy of the bank contract for you to sign. All the bank expenses are the responsibility of the Sender.
- In cash. Students can pay the course and accommodation fees in the Institute's office within 3 working days upon the course commencement (this option is only available for students who do not need an invitation from the school).

MEDICAL AND TRAVEL INSURANCE.

Applicants are responsible for their own personal insurance protection (against illness, accident, theft, personal liability etc) and are not insured by Derzhavin Institute automatically

AGE

Students must be 18 years old or over to join the group course. Students who are 16 – 17 years old may come as part of a private group with a group leader.

Students aged 16 – 17 can be accepted onto an individual course programme only if they are travelling with a parent or staying with a relative.

ARRIVAL AND BEGINNING OF TUITION

All group courses start on Mondays and finish on Fridays. The recommended arrival day is Sunday, and departure day – Saturday.

CANCELLATION

- If a pre-paid course or accommodation arrangement is cancelled or postponed with a minimum of 1 week's notice in written form (fax, e-mail or letter) the total sum of the pre-payment is refunded to the student with the exception of the non-refundable registration fee and post expenses, if any should apply.
- If a pre-paid course is cancelled less than one week before its start date, one week's accommodation and tuition fee, the non-refundable registration fee and any applicable post expenses will be charged
- Once the student started the course lessons cannot be cancelled or postponed. No refund of the course fee will be made.

CHANGE OF PROGRAMME

Every attempt will be made to provide you with the course of your choice. However, the Derzhavin Institute cannot guarantee a particular course and timetable until you have taken a placement written and oral test. In case of insufficient applications for a group course, the Institute reserves the right to offer an alternative course of equal value.

PUBLIC HOLIDAYS

The school is closed on the following public holidays: Jan 1-08, Feb 23, March 8, May 1,9, Dec 25-31. No lessons will be held during public holidays but we will reduce the course fee accordingly in cases where the course falls on a public holiday.