

## [TERMS AND CONDITIONS 2019

### 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](mailto: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.

- Students from non-Schengen countries 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. An e-mail 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.
- Students from non-Schengen countries 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.
- Citizens of Schengen countries who come for the course from 1 to 12 weeks are provided with a **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.
- Tourist and study visas cannot be prolonged in Russia. 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)

### VISA REGISTRATION

All the foreigners have to be registered within 7 working days upon arrival at the place of their actual stay. If accommodation is booked through the school, the school will take care of the first visa registration (it is included in the application fee and is done within the first three days of classes).

If students travel during their stay (to Moscow or other cities in Russian or go abroad) a new registration has to be made at an extra cost of 25-40 euro depending on the duration of the stay.

**If students book accommodation on their own, they are advised to make sure the flat owner is prepared to complete their visa registration for them.**

### EXTRA VISA SUPPORT

For students who prolong the course and require a new visa support document the application fee for the new programme is 45 euro (instead of 85 euro).

### 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 +) your 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 that it will be able to provide visa support.
- For students who already possess a valid Russian visa and don't require invitation letters from the Institute the booking deadline is 1 week for short-term courses and 2 weeks for long stay courses.

### PAYMENTS

There are 3 options for the payment of course and accommodation fees:

- **Bank transfer.** Bank details are provided on the contract (that we will ask to sign) that is sent to students after the confirmation of course details. All the bank expenses are the responsibility of the Sender.
- **In cash (in rubles only).** Students can pay the course and accommodation fees in the Institute's office within 3 working days upon the course commencement
- **Credit card (upon arrival only).** In case of credit card payments 2% is added to the total sum of the invoice

**Cash and Credit card payments are 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 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 booked and confirmed course or accommodation arrangement is cancelled with a minimum of 1 week's notice in written form (e-mail or letter) the total sum of the pre-payment is refunded to the student with the exception of the cancellation fee of 100 euros and post expenses, if any should apply.
- If a booked and confirmed course or accommodation is cancelled less than one week before its start date, one week's accommodation if any and the cancellation fee of 100 euro and any applicable post expenses will be charged.
- In case of the cancellation of the programme (or part of the programme) which has already started, 70% of the remaining course and/or accommodation fees are refunded.
- Pre-paid courses postponed as a result of delays related to problems with your visa or personal issues should be rescheduled to start no later than December 1st of the current calendar year.
- Group lessons missed or cancelled within the period of the course are not refunded.
- Individual classes cancelled less within less than 24 hour notice are not refunded.

### 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 a student decides to change the group classes to individual lessons, the number of lessons is recalculated in accordance with the prices of individual lessons (37 or 32 euro depending on the number of lessons per week).

If the change of group classes to individual lessons occur because the level of the language proficiency indicated in the application form and/or results of the written test differ greatly from the actual level, students are asked to take the minimum required package of 15 lessons (extra payment might be necessary in this case).

### PUBLIC HOLIDAYS

The school is closed on the following public holidays: Jan 1-07, March 8, May 9, Dec 21-31. 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.

### Price List 2019

Derzhavin Institute, Troitskij pr. 6, Saint-Petersburg, 190005, Russia [www.derzhavin.com](http://www.derzhavin.com), [info@derzhavin.com](mailto:info@derzhavin.com)