

## [ COURSE DATES AND FEES 2018

### IMPORTANT INFORMATION:

- Courses operate all year round
- Minimum course length - 1 week
- Average number of students per group – 6 (maximum 10 during high season)
- Each lesson lasts 45 minutes
- **An application fee of 80 euros** is charged for all enrollments
- **Visa support is provided free of charge** when a student books Standard group course or min.15 individual lessons per week

### THE COURSE TUITION FEE INCLUDES:

- Tuition as specified
- Written and oral placement test
- Certificate on course completion
- Free unlimited internet access, wi-fi
- Complementary tea and coffee services

### THE APPLICATION FEE (80 EURO) INCLUDES

- **First visa registration** upon arrival
- Welcome information pack (incl. stationary)
- **First course book** and photocopies
- Student ID
- Some social activities (Russian Craft Lessons, Russian Song Lessons, Watching Russian Films)

### START DATES FOR BEGINNERS

- 08 January, 05 February, 05 March, 02 April, 30 April, 04 June, 02 July, 06 August, 03 September, 01 October, 05 November, 03 December
- Other levels can start every Monday all year round

### STANDARD COURSE\*

Lessons per week	Schedule	1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9-12 weeks	13+ weeks
20	Mon – Fr 9:30 – 11:00 11:20 – 12:50	210 €	420 €	600 €	800 €	1000 €	1200 €	1400 €	1600 €	175 € per week	165 € per week
		210 € per week			200 € per week						

\*Standard course is compulsory for booking where a student needs a visa support letter from the school

### SMART IMMERSION PROGRAMMES

- Want to have more practice?
- Want to have a course that suits your individual learning aims?

Choose and add one or two of our **immersion modules** listed below to your **Standard course** and make your own **SMART IMMERSION PROGRAMME**

### STANDARD + 1 IMMERSION MODULE

Lessons per week	Schedule	1-2 weeks	3-8 weeks	9-12 weeks	13+ weeks	
24	Mon – Fr twice/week	9:30 – 12:50 13:45 – 15:15	262 € per week	248 € per week	219 € per week	205 € per week

### STANDARD + 2 IMMERSION MODULES\*\*

Lessons per week	Schedule	1-2 weeks	3-8 weeks	9-12 weeks	13+ weeks	
28	Mon – Fr 4 times/week	9:30 – 12:50 13:45 – 15:15	314 € per week	296 € per week	263 € per week	245 € per week

\*\***BONUS:** 2 lessons of guided self-learning for free / group consultation with teacher (Monday 14:00 – 15:30)

### LANGUAGE IMMERSION MODULES

- **GRAMMAR** Tu and Th levels A0 – C2
- **SPEAKING** Wed and Fr levels A0 – C2

### SPECIALISATION IMMERSION MODULES\*\*

- **RUSSIAN FOR BUSINESS** Tu and Th levels A2 – C2
- **RUSSIAN FOR TOURISM** Wed and Fr levels A2 – B2
- **LITERATURE 19<sup>TH</sup> CENTURY** Tu and Th levels A2 – B2
- **LITERATURE 20<sup>TH</sup> CENTURY** Wed and Fr levels A2 – B2

### IMMERSION MODULES PRICING\*\*\*

Lessons per week	Schedule	1-2 weeks	3-8 weeks	9-12 weeks	13+ weeks	
4	Tu and Th or Wed and Fr	13:45 – 15:15	52 € per week	48 € per week	44 € per week	40 € per week

\*\* Coursebooks for specialisation modules are not included in the course fee

\*\*\* If no visa support is required any of the immersion courses can be booked separately

## INDIVIDUAL TUITION

- From June to August the availability of morning individual lessons might be limited.
- Accommodation and visa support are only provided in cases when a student books a minimum of 15 lessons per week
- Topics available: standard and tailor-made programmes; business, legal Russian; exam-preparatory course

	2-14 les./week booked separately	1-14 les./week booked as an addition to the Standard course	15+ les./week
<b>1- to- 1</b>	37 € per lesson	32 € per lesson	30 € per lesson
<b>2 -to- 1</b>	25 € per lesson	22 € per lesson	20 € per lesson

## TRKI (TORFL) EXAM PREPARATORY COURSE

- Start dates: 08 January, 05 February, 05 March, 02 April, 30 April, 04 June, 02 July, 06 August, 03 September, 01 October, 05 November, 03 December
- Exam fee is not included
- **TRKI exams** are held on the 4th week of the programme in the afternoon (2 week days – exact days upon request).

	Lessons per week	Schedule	Total duration	1 <sup>st</sup> week	2 <sup>nd</sup> week	3 <sup>rd</sup> week	4 <sup>th</sup> week	Total fee
<b>Standard Course + 10 exam-prep. lessons</b>	30	Mon – Fr 9:30 – 12:50 + Mon – Fr 13:34 – 15:15	4 weeks	Stand + Ex.Pr.	Stand + Ex.Pr.	Stand + Ex.Pr.	Stand + TRKI EXAM*	1380 € + TRKI exam fee

\* TRKI (TORFL) exams could be taken separately, by any student of the school

## WORK-EXPERIENCE PROGRAMMES

	Programme details	placement fees*
<b>Work and study program</b>	<ul style="list-style-type: none"> <li>• Practical work experience in our school (different positions available).</li> <li>• 20 lessons in a Standard group course (for free) in exchange to 20 hours of work in our office (unpaid).</li> <li>• Minimum duration – 2 months, maximum – 3 months.</li> <li>• Preference is given to the former students of the school.</li> </ul>	100 €
<b>Internship</b>	<ul style="list-style-type: none"> <li>• Professional experience in Russian companies (unpaid). Internships can be only taken in combination with the Standard course.</li> <li>• 4 weeks of the Standard course + 1-8 weeks of the Internship.</li> </ul>	500 €

\* Registration fee, accommodation and transfer fees are not included.

## INDIVIDUAL ONLINE TUITION / DISTANCE LEARNING

Package 1	Package 2	Package 3	Package 4	each additional lessons
8 lessons per month	16 lessons per month	24 lessons per month	32 lessons per month	
160 €	320 €	480 €	640 €	20 €

## [ACCOMMODATION FEES 2018

Host Family Accommodation	Breakfast		Half-board***	
	Single room	Shared room*	Single room	Shared room*
	185 € per week	155 € per week	230 € per week	195 € per week

\* Only for students who are travelling together and arriving and leaving on the same dates.

\*\* Extra nights are usually available on request and on payment of a supplementary fee (26/22 /33/28 Euros per day). More than 4 days are equivalent to one week.

\*\*\* **Special diet** (gluten-free, lactose free, vegetarian, etc) is possible only upon the request.

Other Accommodation Options	Single room	Shared room*	Double room**
Guest House (studios)	250 € per week	200 € per week	350 € per week per room
Shared flat	200 € per week	160 € per week	300 € per week per room
Hotel "Derzhavin"	from 65 € per day		

\* Can be booked if a student is travelling alone

\*\* For two students travelling together or for single use.

## [TRANSFER FEES 2018

	Single	Shared (to the same accommodation)
<b>Airport/railway or bus station transfer</b>	40 € one way	25 € one way per person

# ENROLLMENT FORM 2018

## 1. PERSONAL DETAILS

Family Name..... First Name..... Sex.....  
 Nationality..... Date of Birth .....  
 Contact tel. .... E-mail.....  
 Who to contact in case of emergency (name and contact phone number/e-mail) .....  
 Expected date of arrival (dd/mm/yy)..... Expected date of departure (dd/mm/yy).....  
 Are you travelling together with another student?.....  
 Do you need an invitation letter for your visa from the school? Yes..... \* No.....  
 \*if yes, please fill in item 2 and send a scanned copy of your passport to [info@derzhavin.com](mailto:info@derzhavin.com)

## 2. VISA RELATED INFORMATION

Country of birth..... City of Birth.....  
 Home address..... Post Code..... City..... Country.....  
 Occupation.....  
 Address of place of work/study .....  
 In which city is the Russian Consulate located (where will you apply for your Russian visa)? .....  
 What cities in Russia are you planning to visit? .....

## 3. ACCOMMODATION

### • Homestay

Breakfast		Half-board	
Single room	Shared room	Single room	Shared room
From ..... To .....	From ..... To .....	From ..... To .....	From ..... To .....

Do you have any specific dietary requirements? Yes..... No..... Details:.....  
 Do you have any allergies? Yes..... No..... Details:.....

### • Other Accommodation Options

	Single room	Shared room	Double room
Guest House (studios apartment)	From ..... To .....	From ..... To .....	From ..... To .....
Shared flat	From ..... To .....	From ..... To .....	From ..... To .....
Hotel "Derzhavin"	From ..... To .....	From ..... To .....	From ..... To .....

• **Organized independently\***..... (\*Please write the address of the place where you will be stopping in St. Petersburg (Important for the visa registration!)).....

## 4. AIRPORT TRANSFER

Do you require an airport transfer on arrival?	Do you require an airport transfer on departure?
Yes ..... No .....	Yes ..... No .....
Arrival details: Date of arrival..... Arrival time..... Flight number.....	Departure details: Date of departure..... Departure time..... Flight number.....

## 5. COURSE DETAILS

Type	Lessons per week	Start Date (dd/mm/yy)	Number of weeks
Standard Course	20	...../...../.....	.....
Grammar Immersion	4	...../...../.....	.....
Speaking Immersion	4	...../...../.....	.....
Russian for business	4	...../...../.....	.....
Russian for tourism	4	...../...../.....	.....
Literature 19 <sup>th</sup> century	4	...../...../.....	.....
Literature 20 <sup>th</sup> century	4	...../...../.....	.....
Exam Preparatory	30	...../...../.....	.....
Individual Tuition	.....	...../...../.....	.....
Work and Study	20	...../...../.....	.....
Internship (in combination with the Standard Course only)	20	...../...../.....	.....

What languages do you speak? .....  
 How do you assess your level of Russian? *Beginner*..... *Elementary*..... *Pre- Intermediate*..... *Intermediate*..... *Pre- Advanced*..... *Advanced*.....  
 Previous Russian language courses – Please indicate year of study, place of study, course length and course intensity (hours per week) .....  
 How did you find us? .....

## **[TERMS AND CONDITIONS 2018**

### **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.

- 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.
- 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. First visa registration is included in the application fee and is done on the first day of classes.

If students travel during their stay (to Moscow or other cities in Russia 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.

### **EXTRA VISA SUPPORT**

For students who prolong the course and require a new visa support document the application fee for the new programme is 40 euro (instead of 80 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 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 (in rubles only). 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 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 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 pre-paid course is cancelled less than one week before its start date, one week's accommodation if any, the cancellation fee of 100 euro and any applicable post expenses will be charged
- In case of the cancellation of the course which has already started, 70% of the remaining course and 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 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 cases where there is only one student on a group course, the institute reserves the right to offer that student individual lessons in a quantity equal to 75% of the original number of lessons booked on the group course.

### **PUBLIC HOLIDAYS**

The school is closed on the following public holidays: Jan 1-07, Feb 23, March 8, May 9, Dec 24-31. 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.