**Terms and conditions**

(for those who require visa support and/or accommodation from the School)

**Enrollment requirements**

To register for a course the student should fill in the application form on the School’s website [www.ruslanguage.ru](http://www.russian-moscow.com) or apply in person at the School’s office.

During the application process the student should also submit one copy of the personal data page of your passport and a copy of your current Russian visa.

On the first day of studies, if needed, the student takes a placement test to be determined to a group of a suitable level. Parts of the lesson missed because of the placement test or registration for the course are not repeated or refunded.

The minimum age for all Programs is 18. The maximum number of people in a group is 9.

**Ruslanguage courses**

Russian language classes are conducted by highly qualified professionals of Lomonosov Moscow State University and Pushkin State Russian Language Institute, who specialize in teaching Russian as a foreign language.

Intensive Programs cover 20 academic hours per week, 5 academic hours daily with one 20-minute break. Classes are held from Monday to Friday, 4 days per week: twice in the morning from 9.00 to 12.40 and twice in the afternoon from 13.00 to 16.40. One academic hour equals 40 minutes.

Individual classes are organized according to the schedule agreed with you. Minimum number of academic hours of one individual lesson is 5, in the evening time - 3. One academic hour equals 40 minutes.

Combined Programs (group + individual) cover 20 academic hours of group lessons and from 4 to 10 academic hours of individual lessons per week.

In case of need, administration reserves the right to make changes in the schedule.

The School provides students with scanned teaching materials, free Wi-Fi access on the School's premises, opportunity to take part in guided tours organized by the School in summertime free of charge.

**Tuition Fees and Payment conditions**

Tuition fees for all the Programs are displayed on the School´s website [www.ruslanguage.ru](http://www.russian-moscow.com)/prices

The price of the course given at the moment of applying online or at the School’s office is guaranteed to remain unchanged.

The payment must be made in full before the course start. The School guarantees a place for the student on the Program, provided that all payments are made in full and on time.

All payments are made in rubles (RUB) according to the Central Bank of Russia exchange rate on the day of the invoice generation. Payment is made either by card (Visa or MasterCard) at the School’s office or by invoice at a bank in Moscow. The student is responsible for all bank charges.

If the student would like to extend the course and the duration of the visa, they must pay for the period of extension in full at least 4 weeks before the end of the current course.

**Visa and registration**

Upon the student's request the School shall arrange visa support (Letter of Invitation, FMS Invitation and registration of the visa) to obtain a study visa in the student´s nominated Russian consulate abroad. Visa support is provided to the student of the Intensive group or Individual programs that cover 20 academic hours per week.

Visa support does not include any consular fees applied by visa agencies or a Russian consulate to issue the visa.

If necessary, visa support can be provided for the citizens of countries that do not require the Russian visa in case the student comes for the course that exceeds the accepted period of stay on the Russian Federation territory without the visa.

Upon the student's arrival to the program, the School arranges the registration of the visa only in case the student has requested the School visa support . The School does not bear responsibility for the registration of stay of foreign citizens in the Russian Federation territory in case the visa was issued by invitation of a third organization. In this case the student is responsible for the registration of the visa.

In order to register the visa where applicable, the student is obliged to provide the passport and the migration card during 3 working days from the moment of the arrival. The process of the visa registration takes 7 working days after the day of entry, including the arrival day.

According to the Russian Federal Migration Service legislation every time the foreign citizen crosses the Russian Federation border they are obliged to register the visa during 7 working days after the entry including the arrival day.

The student is obliged to inform the School administration every time they leave Russia and return.

If an extension of the duration of the visa is necessary, the student should inform the School administration at least 4 weeks before the expiry date of the current visa.

For the visa extension, the student should make the payment for the extended course and provide the following documents: passport, migration card and 3x4 photo.

The School does not extend visas issued by third organizations.

**Accommodation**

The accommodation from the School is booked on a weekly basis from Sunday to Saturday.

Additional days of accommodation are provided where possible on the advance agreement and payment.

The students are obliged to follow the rules of accommodation established by the School.

**Cancellation of accommodation before the course starts**

In case of cancellation of the accommodation booking, the student is obliged to inform the School administration at least 4 weeks before the arrival. In case the student informs about the cancellation of accommodation less than 4 weeks before the arrival, the student is obliged to pay the cancellation fee that equals the cost of one week of accommodation. In case the student informs about the cancellation of accommodation less than 1 week before the arrival, the student is obliged to pay the cancellation fee that equals the cost of three weeks of accommodation.

**Cancellation of accommodation after the course starts**

In case the student cancels the provided accommodation after the course starts, the student is obliged to inform the administration about their decision in writing form at least 4 weeks in advance. In this case the cost of accommodation is refunded with the exception of the cost of the actual period of accommodation including the 4-weeks period of notice.

In case the student does not provide the minimum 4 week notice to the School administration then the cancellation fee is equal to the cost of 4 weeks of accommodation and it is deducted from the full amount of the refund.

**Postponement, cancellation, interruption, changing course types and refunds**

The minimum period accepted for actions (postponement, cancellation, interruption, changing course type and refunds) is a study week. A study week constitutes a weekly program from Monday to Friday. No changes can be made for periods less than a study week.

Postponement or cancellation before the course starts:

A notice of cancellation, postponement of the course start date or course type change must be submitted to the School in written form or by email before the course starting date.

Termination or postponement of the Program after the course starts

In case of an early Program termination, the cost of the unattended course is not subject for the refund.

In case of an early Program termination, the cost of the program is refunded to the students arrived with the visa issued by third organizations but provided with the accommodation from the School, with a deduction of the cost of the attended lessons and 25% of the remaining study program cost and with the deduction of the cost of the actual period of accommodation plus 4 weeks.

The group study program is not subject to postponement.

Individual lessons are postponed where possible and in case the student informs the School administration at least 1 day before the start of the lesson.

Missed group or individual lessons are not subject to compensation.

Course type changes

After the starting date of the course, the student can increase the number of academic hours by additional individual classes.

Transfer from a group course to individual tuition is not subject to availability.

**School's certificate and the Test of Russian as
a Foreign Language**

At the end of their course, the student receives a certificate stating the Program type, dates, number of weeks and academic hours of their Program.

On student's request or teacher's recommendation, the School assists in organization of the Test of Russian as a Foreign Language (TORFL, or *Тест по русскому языку как иностранному,* or *ТРКИ*), required for citizenship, residence and work permit. The dates of the exam are fixed in accordance with student's opportunities and Testing Centre's availability. The student must notify the School about the preferred testing date at least two weeks in advance.

The cost is fixed by the Testing Centre and may vary in July and August due to the changes in the Testing Centre's working schedule. In case of cost changes the School notifies the students in advance.

**Privacy policy**

All photo, video and other sound and/or images taken by the staff or the students at the School’s premises and outdoor events may be used on its website, Facebook and Instagram accounts. All objections must be presented at the school in writing or via email prior to the incident.

The School will not disclose any personal information to third parties.

By submitting the registration form online or signing it in person at the office the student agrees to the storage and use of the supplied information for relevant purposes only.

**Conduct and behavior**

The students are expected to behave in a courteous manner with the School’s staff and facilities and do not impede in any form the study process of other students.

Violent behavior, alcohol and drug abuse are strictly prohibited neither at the School nor during the lessons and guided tours.

The present rules apply to all activities at the School’s premises, during guided tours organized by the school, and at other related events.

The student must follow the rules during the whole period of study. Failure on the student’s part to follow the rules throughout the whole course at the School may result in a warning and the following immediate course termination with no refund.

I accept the School's terms and conditions.

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