**Terms and conditions**

(for those who do not require visa support from the School)

**Enrollment requirements**

To register for a course the student should fill in an 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 a copy of the passport data page and a copy of the current Russian visa.

On the first day of studies, if need be, the student takes a placement test to be assigned 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.

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

The minimum age for all Programs is 18. The maximum number of people in a group is 8.

**Ruslanguage courses**

One academic hour equals 45 minutes.

Intensive Programs cover 20 academic hours per week, 5 academic hours daily with two 10-minute breaks. Classes are held from Monday to Friday, 4 days per week: twice in the morning from 8.40 to 12.45 and twice in the afternoon from 13.00 to 17.05.

Evening Programs cover 6 academic hours per week. Classes are held twice a week, on Tuesdays and Thursdays, 3 academic hours daily, from 19.00 to 21.15.

Weekend Programs cover 6 academic hours per week. Classes are held on Saturdays, once a week, 6 academic hours daily, from 09.00 to 14.30.

Individual classes are organized according to the schedule agreed with the student. A minimum number of academic hours for individual lessons on weekdays before 19:00 is 5 per week, on weekdays after 19:00 and on Saturdays – 3 per week. A minimum number of academic hours for one lesson is 2.

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

If need be, the administration reserves the right to make changes in the schedule.

In the case that a minimum number of students necessary to open a group is not reached, the School reserves the right to postpone the starting date of the course or to arrange individual classes corresponding to the amount paid.

The School provides students with scanned learning materials, free Wi-Fi access on the School's premises, opportunity to take part in guided tours organized by the School in the 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 course price 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 to arrange group or individual classes, provided that all payments are made in full and on time.

Individual classes are arranged on condition that the student has registered at School in advance and strictly on the basis of prepayment.

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 in a Russian bank. The student is responsible for all bank charges.

If the student would like to extend the course, they must pay for the period of extension in full at least 5 working days before the end of the current course. Otherwise, the School will be able to prolong the course only in case of place availability in the group.

**Postponement, cancellation, interruption, course type change and refunds**

The minimum period accepted for all the listed actions (postponement, cancellation, interruption, a course type change 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 start:

A written notice about cancellation, postponement of the course starting date or a course type change must be submitted to the School administration or sent by email before the course starting date. In case the student notifies the School about their intention to cancel the program before its start, the cost is refunded with a deduction of 10% of the sum. Refunds are processed within two weeks after the starting date of the Program, with a written request required from the student.

Termination of the Program after the course start

In case of an early Program termination, the student should notify the administration about their intention to finalize their studies in a written form at least one week ahead. The cost of the unattended but paid study weeks is refunded with a deduction of 25% from the remaining sum. The refund is paid within 2 weeks.

Postponement after the course start:

The student has opportunity to postpone, with no financial loss, 1 or 2 study weeks to the end of the Program or to a further date, but within no more than 4 weeks after the finish date of the paid course. Postponement can be made once per month.

The paid course is postponed only in case the student notifies the School's administration no later than Friday of the previous study week, 15.00.

In case the student fails to notify the School’s administration in time, a group course may be postponed only upon presentation of a medical attestation.

The following group courses with discounted price are not subject to postponement or refunds: Academic Year, Weekend and Evening Programs with the duration of 12 weeks or more, Bonus+ Program. Exception can be made only upon presentation of a medical certificate.

Maximum period for postponement of the course due to medical reasons confirmed by the medical certificate is 4 weeks.

An individual lesson can be postponed within the bounds of possibility and provided that there is a written notification by e-mail at least 24 hours before the lesson’s start. If the lesson is held on Monday, the student may cancel it no later than Friday. Postponement can be made once per month.

In case a student does not inform administration about late arrival to the class, the waiting time constitutes 30 min.

Unattended study weeks with no prior notification are not refunded, either in full or partly.

Course type change

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

Transfer from a group course to individual tuition is impermissible.

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

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

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 exam dates are chosen in accordance with student's preferences 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 determined by the Testing Centre and may vary in July and August due to the changes in the Testing Centre's working schedule. In case the cost alters, the School notifies the student in advance.

**Privacy policy**

All photo, video and sound materials taken by the staff or the students on the School’s premises and during outdoor events may be used on the School’s website, Facebook and Instagram accounts or a Youtube channel. If the student has any objections against their being photographed or publishing of their photos, they must inform the school about it in advance in writing or via email.

The School undertakes not to disclose personal data to third parties.

By submitting the application form online or filling it in personally at the office the student agrees to the storage and use of the provided information for the School’s administrative purposes only.

**Conduct and behavior**

Students are expected to behave in a polite and respectful manner towards the School’s staff and other students so that their actions do not hinder the studying process.

Alcohol, drug abuse and the use of strong perfume are strictly prohibited on the School's territory.

The Ruslanguage school supports ecological activities and it is equipped with recycle bins. At school students are asked to utilize litter in accordance with its type.

The present rules apply to all activities on the School’s property, during guided tours organized by the school and 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 course at the School may result in a warning and the course termination with no refund.

I accept the School's terms and conditions.

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