**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 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 needed, 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.

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

**Ruslanguage courses**

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.

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 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. The duration of one academic hour on weekdays before 19:00 is 40 minutes, on weekdays after 19:00 and on Saturdays – 45 minutes.

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 and the visa's period of validity, they must pay for the period of extension in full at least 4 weeks before the end of the current course.

**Visa and registration**

On student's request the School arranges visa support (Letter of Invitation or FMS Invitation) to obtain a study visa in a Russian consulate abroad. Visa support is provided to the student of the Intensive course 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.

In accordance with the Federal law of the Russian Federation, each foreign citizen, while staying on the Russian Federation territory, must be registered at the address of their stay. The School arranges the registration of a student's stay only in case the student has requested School´s accommodation. In all other cases the School does not bear responsibility for the registration of a foreign student´s stay in the Russian Federation. The student is obliged to register on their own and hand in a registration copy to the School´s administration within 7 working days after the day of entry, including the day of arrival.

In order to register the visa at School's accommodation, upon arrival the student is obliged to provide the passport and the migration card during 3 working days. Visa registration must be done within 7 working days after the day of entry, including the day of arrival.

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

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

**Accommodation**

School´s accommodation is booked on a weekly basis from Sunday to Saturday.

Additional days of accommodation are offered where possible by prior agreement and provided that there is full payment in advance.

The students are obliged to follow the rules of accommodation established by the School. The School reserves the right to stop providing accommodation to those tenants who violate the rules without the possibility of a refund.

**Cancellation of accommodation before the course start**

In case of cancellation of accommodation booking, the student is obliged to inform the School administration about its necessity 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 start**

In case the student wants to cancel the provided accommodation after the course start, the student is obliged to inform the administration about their decision in writing 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-weeks notice to the School administration, the cancellation fee is equal to the cost of 4 weeks of accommodation and is deducted from the full amount of the refund.

**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.

Termination or postponement of the Program after the course start

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

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

The group study program is not subject to postponement. Exception can be made only upon presentation of a medical certificate. In this case the School can postpone, at most, 2 weeks of group studies provided that the visa's period of validity allows it. There is no refund for the missed classes due to medical reasons.

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.

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

Missed group or individual lessons are not subject to compensation.

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 unavailable.

**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 will not 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 relevant 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 premises, 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 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.

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Dates and type of the program) |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

|  |
| --- |
|  |

(Full name and signature)