

**DATES 2018**

BEGINNER GROUPS START DATES											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
8* / 22	5* / 26	12* / 26	9* / 23	7*, 21*	4*, 18*	2*, 16*, 30*	13*, 27*	10*, 24*	8* / 22	5* / 19	3* / 10
<p>The dates above are for beginners to start in groups; dates with an asterisk are for Standard and Intensive group courses, without an asterisk - for Casual Russian. Beginners must be familiar with the Cyrillic alphabet. Students of other levels can start any Monday.</p> <p>High-Season period: 21 May till 23 September. All Group Courses will end on Friday, <b>21 December</b>, and will resume on Tuesday, <b>8 January</b> 2019 in Russia and on Monday, <b>7 January</b> 2019 in Riga.</p>											
Telc EXAM DATES (Available only in St.Petersburg and Moscow)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
-	2	2	6	4	1, 29	27	24	21	19	16	14
Exams are held on Fridays. Telc exam preparation modules (compulsory) are run from Monday the same week.											

**PRICES 2018 (IN EUROS)**

GROUP COURSES				
Course type	Lessons per week	Course length	Fee per week from 08.01 to 20.05.18 and from 24.09 to 21.12.18	High season supplement per week from 21.05 to 23.09.18
Standard course	20	2 - 7 weeks	280 €	+ 60 €
		8 - 11 weeks	250 €	
		12 - 23 weeks	235 €	
		24+ weeks	180 €	
Intensive course	25	2 - 7 weeks	360 €	+ 60 €
		8 - 11 weeks	325 €	
		12 - 23 weeks	300 €	
		24+ weeks	240 €	
Casual Russian	15	1 - 13 weeks	145 €	Course is not available within high-season
<p><b>Fees include:</b> Tuition, assessment test, teaching materials, course certificate, guided group city-tour.</p> <p><b>Please note:</b> Max. group size in St.Petersburg and Moscow is 12, in Riga - 10 within high season, 8 in low season.</p>				
ONE-TO-ONE COURSES				
Course type	Lessons per week	Course length	Fee per week from 08.01 to 20.05.18 and from 24.09 to 21.12.18	High season supplement per week from 21.05 to 23.09.18
Leisure	15	1-3 weeks	600 €	+ 120 €
		4+ weeks	535 €	
Standard	20	1-3 weeks	780 €	
		4+ weeks	685 €	
Intensive	30	1-3 weeks	1160 €	
		4+ weeks	1020 €	
Crash	40	1-3 weeks	1455 €	
		4+ weeks	1275 €	
Additional lesson (can be booked as a supplement to Full-time Courses)			50 €	
<p><b>Fees include:</b> Tuition, assessment test, needs analysis, teaching materials, course certificate, guided group city-tour.</p>				
GROUP MODULES				
Language Plus	Minimum level	Lessons per week	Fee per week	
Business Russian*	A2	5 (mini-group)	180 €	
Russian Music*	A2			
Russian Literature*	B2			
Russian Academy**	A2	4	30 €	
Exam Preparation	Levels available			
Telc Exam Preparation*	A1, A2, B1, B2	5 (mini-group)	180 €	
<p>*Course types available in St.Petersburg and Moscow, not available in Riga. Mini-group: max 5 students.</p> <p>** Available only in St.Petersburg. Minimum duration is 14 weeks.</p>				

ONE-TO-ONE MODULES						
Lesson type	Lessons per module	Number of modules		Fee per module		
General Russian	5 individual lessons	1 module		240 €		
		2+ modules		210 €		
Exam Preparation module (TRKI)	5 individual lessons	1 module		240 €		
		2+ modules		210 €		
<b>Please note:</b> Modules can be booked in advance or at school. They can start any Monday and can be taken only in addition to a Group or One-to-One Course. The exact number of modules required for TRKI exam preparation is jointly determined by the teacher and the student.						
ACCOMMODATION						
Accommodation type	Fee per week / Fee per additional day					
	St. Petersburg	Moscow		Riga***		
Host family, single room, breakfast *	210 € / +44 €	210 € / +44 €		180 € / +38 €		
Half board supplement	70 € / +10 €	70 € / +10 €		60 € / +8.5 €		
Friend or partner sharing room with the student, breakfast*	210 € / +44 €	210 € / +44 €		180 € / +38 €		
Shared flat, single room, no board **	220 € / +220 €	220 € / +220 €		220 € / +220 €		
Shared flat deposit	200 €					
Private apartment (on request)	handling fee for renting a private apartment is 200 €					
Hotel	feel free to request hotel price list					
*5 or more additional days = 1 week						
**1 or more additional days = 1 week						
*** <b>Riga</b> offers the following accommodation options (on request):						
<ul style="list-style-type: none"> <li>• Executive families BB: weekly rate is 250 € (additional day charge - 50 €). HB supplement fee applies as indicated above.</li> <li>• Executive host-family with private bathroom: supplement to the above weekly rate is 20 €.</li> <li>• Shared flat (single room) in the school building: 290 € per week.</li> </ul>						
<b>For home-stay and shared flat bookings</b> arrival transfer is provided free of charge (from any <b>airport</b> or <b>railway station</b> ). <b>Departure transfers</b> can be booked separately.						
<b>Additional charges:</b> accommodation in host families and shared flats is calculated from Sunday to Sunday. Arrival day <b>MUST</b> be Sunday. For students arriving earlier than Sunday, additional fees will apply (above); a full week rate is applicable for early arrivals or late departures in/from shared flats.						
Arrival / Departure transfer	St. Petersburg		Moscow		Riga	
	Airports	Railway stations	Airports	Railway stations	Airports	Railway stations
	30 €	30 €	30 €	30 €	40 €	40 €
ENROLMENT AND OTHER FEES						
<b>Enrolment fee</b> for Riga (any duration of stay) and for programmes in Russia of up to 4 weeks				90 €		
<b>Enrolment fee</b> for programmes in Russia longer than 4 weeks				120 €		
<b>Visa support fee:</b> applicable if Latvian visa or residence permit is required				40 €		
<b>Visa registration fee:</b> will be charged in addition to the enrolment fee for course participants arriving to Russia with a visa, <b>not sponsored by Liden &amp; Denz.</b>				40 €		
<b>Mailing fee</b> (for sending out originals of the invitation letters)				<b>Courier fees Europe</b>		<b>Rest of World</b>
				45 €		60 €
TELC EXAM FEES (In-House Examinations)						
<b>A1 and A2 Levels</b>				70 €		
<b>B1 and B2 Levels</b>				110 €		
Students are able to book their telc exam in advance or while at school until 4 weeks prior to the exam date. Extra mailing costs will apply if participants require delivery of the certificate outside Russia (EUR 10 for a regular airmail).						
WORK EXPERIENCE PROGRAMMES						
A placement fee is charged for work placement and should be paid together with course fees.				250 €		

# LIDEN & DENZ ENROLMENT FORM

**PERSONAL DETAILS**

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Sex \_\_\_\_\_  
 Address \_\_\_\_\_ Zip/City \_\_\_\_\_ Country \_\_\_\_\_  
 Tel.(day) \_\_\_\_\_ Tel.(evening) \_\_\_\_\_ Email \_\_\_\_\_

Who to contact in case of emergency during your stay in Russia \_\_\_\_\_

**COURSE DETAILS (check price list for exact dates)**

Course type	Place of study	Number of lessons/week	From (DD/MM/YY)	Length (weeks)
<input type="checkbox"/> Group Standard	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	20	___/___/___	_____
<input type="checkbox"/> Group Intensive	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	25	___/___/___	_____
<input type="checkbox"/> Casual Russian	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	15	___/___/___	_____
<input type="checkbox"/> One-to-One	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	_____	___/___/___	_____
<input type="checkbox"/> Additional modules	<input type="checkbox"/> Business Russian <input type="checkbox"/> Russian Literature <input type="checkbox"/> Russian Music <input type="checkbox"/> Russian Academy <input type="checkbox"/> Exam Preparation <input type="checkbox"/> One-to-One	_____ weeks	___/___/___	_____

Mother tongue \_\_\_\_\_ Other languages \_\_\_\_\_

How do you assess your level of Russian (please refer to our level descriptions in the brochure or on the website)?  
 A0-Beginner  A1-Elementary  A2-Pre-Intermediate  B1-Intermediate  B2-Upper-intermediate  C1-Advanced

Previous Russian language courses – Please indicate year of study, place of study, course length and course intensity (lessons/week):  
 \_\_\_\_\_

How did you hear about Liden & Denz? \_\_\_\_\_

**ACCOMMODATION DETAILS**

Accommodation type	Place of study	Requirements/Comments	From (DD/MM/YY)	Length (weeks)
<input type="checkbox"/> Host Family	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	_____	___/___/___	_____
<input type="checkbox"/> Shared flat	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	_____	___/___/___	_____
<input type="checkbox"/> Hotel	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	_____	___/___/___	_____
<input type="checkbox"/> Private apartment	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	_____	___/___/___	_____
<input type="checkbox"/> Accommodation organised independently	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	_____	___/___/___	_____
<input type="checkbox"/> Transfer services required	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow <input type="checkbox"/> Riga	Details: _____		

**VISA RELATED DETAILS (please check if you require a visa for traveling to our destinations)**

Please send me a visa support letter covering the period from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (DD/MM/YY)

Passport No. \_\_\_\_\_ Passport issue and expiry dates \_\_\_\_\_

Nationality \_\_\_\_\_ Place of birth \_\_\_\_\_ Date of birth \_\_\_/\_\_\_/\_\_\_

Profession, employer and work/study address \_\_\_\_\_

## IMPORTANT INFORMATION AND TERMS OF PARTICIPATION

<b>How to enrol</b>	Please fill out the <b>enrolment form</b> and send it either to our central booking office in St. Petersburg or your local agent. We will confirm the course 24 hours after having received the enrolment. For all One-to-one Courses we require course participants to complete our <b>Needs Analysis Form</b> , which can be obtained from Liden & Denz or our booking agent.
<b>Booking deadlines</b>	For students not requiring a visa, the booking deadline is <b>1 week</b> prior to arrival. For students requiring a visa to Russia: for all short-term courses (up to 4 weeks) the booking deadline is <b>3 weeks</b> prior to arrival. For all long-term courses in Russia (5 weeks and more) bookings should reach us at least <b>8 weeks</b> prior to arrival. For students requiring a visa to Latvia: the booking deadline is <b>3 weeks</b> prior to arrival for courses in our Riga centre.
<b>Terms of payment</b>	Payment of the total amount (including enrolment fee) is to be settled <b>no later than 30 days</b> prior to the course starting date (immediately if enrolling later) by bank transfer.
<b>Russian entry visa and its prolongation</b>	All foreign travellers to Russia require <b>an entry visa</b> . Visa fees depend not only on the applicant's citizenship, but also on the local consulate's pricing policy. We provide all clients with a letter of invitation, which is necessary to obtain an entry visa.
<b>Latvian visa and residence permit</b>	Latvia is a <b>Schengen</b> country: most students will travel visa-free. Students requiring a Latvian visa (valid for stays up to 90 days within half a year) or a residence permit (for longer stays), will receive the respective support from Liden & Denz. Students are advised to check visa policies and costs in the nearest Latvian consulate.
<b>Arrival</b>	Arrival day is <b>Sunday!</b> Course participants who have booked host family or shared flat accommodation with Liden & Denz are met at the airport or railway station and driven to accommodation at no charge.
<b>Lesson length</b>	One lesson lasts <b>50 minutes</b> .
<b>Programme cancellation</b>	30-10 days prior to the expected arrival date – 10%, less than 10 days – 25%. <b>Telc exam cancellation: no refunds possible</b> after 30 days before the exam.
<b>Programme interruption and penalties</b>	Must be communicated in written form at least 15 days in advance. Under no circumstances has the participant the right to reclaim the total fee. A partial reimbursement is at the discretion of Liden & Denz. In case of last-moment termination (without a prior notice), we will retain a minimum penalty equal to course and accommodation fees for 3 weeks, or the whole unused amount, if a shorter period is left.
<b>Late arrival or absences during the programme</b>	for which Liden & Denz cannot be held responsible, will not be reimbursed. Absences cannot be compensated through additional lessons.
<b>Minimum age</b>	The minimum age for all courses is <b>16</b> . Students coming with a closed group can be younger than 16, if the group comes with a responsible adult group leader.
<b>Insurance cover</b>	Participants are asked to check their personal insurance protection as they are not automatically insured by Liden & Denz against illness, accident, theft, personal liability etc. If a booking agent cannot provide adequate insurance cover, we can advise our clients an international insurer (on request).
<b>Group Courses</b>	If Liden & Denz has to cancel a group course for lack of participants at a particular level a student will receive <b>one-to-one tuition with 75% of booked group lessons</b> during the same period of time. Under no circumstances will the participant receive a refund of the fee.
<b>Accommodation</b>	We do all we can to ensure that students' requirements are met. However, if we cannot provide the preferred type of accommodation, that does not constitute a case for reimbursement. <b>Host families:</b> Liden & Denz confirms home stay and shared flat accommodation three weeks prior to the course start date (immediately - if enrolling later). If required, host-family change can be organised after arrival, but only on weekends. If a change is required immediately, extra fees will apply (equivalent to one week accommodation costs). <b>Shared flats:</b> Please note that an arrival transfer is compulsory (required for key handover and instructions). <b>Damage deposit:</b> A deposit of 200€ is secured on arrival at the school, by freezing that amount in your account. On your departure, followed by an inspection of your apartment, we will unblock the deposit money the next working day. Costs incurred by damage, breakage or loss will be deducted from your deposit. <b>Private apartments:</b> Apartments are selected prior to arrival according to the information sent by e-mail. If necessary, an apartment can be changed after arrival but not earlier than one full week after arrival date. The apartment change handling fee is 200€. In case of cancellation less than two weeks prior to the arrival date we will charge a cancellation fee of up to 500€.
<b>Change of programme</b>	Liden & Denz reserves the right to change the programme in an appropriate way in case of riots, strikes, war or other events of <b>force majeure</b> . The language centres cannot be held responsible for changes occurring as a result of these events.
<b>Public Holidays 2018</b>	Russian public holidays: JAN 1, 2, 7; FEB 23; MAR 8; MAY 1,9; JUN 12; NOV 4. Latvian public holidays: JAN 1; MAR 30; APR 2,30; MAY 1,4; JUN 23, 24; NOV 19; DEC 24, 25, 26, 31. <b>No lessons are held on these days. Compensation is only provided for One-to-one Courses.</b>