



## LIDEN & DENZ ENROLMENT FORM

PERSONAL DETAILS				
Surname _____		First Name _____		Sex _____
Address _____		Zip/City _____		Country _____
Tel.(day) _____		Tel.(evening) _____		Email (Fax if no 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)
o Group Standard	<input type="checkbox"/> St. Petersburg	20	____/____/____	_____
	<input type="checkbox"/> Moscow		____/____/____	_____
	<input type="checkbox"/> Riga		____/____/____	_____
o Group Intensive	<input type="checkbox"/> St. Petersburg	25	____/____/____	_____
	<input type="checkbox"/> Moscow		____/____/____	_____
	<input type="checkbox"/> Riga		____/____/____	_____
<input type="checkbox"/> One-to-One	<input type="checkbox"/> St. Petersburg	_____	____/____/____	_____
	<input type="checkbox"/> Moscow	_____	____/____/____	_____
	<input type="checkbox"/> Riga	_____	____/____/____	_____
<input type="checkbox"/> Additional modules (1 module = 5 lessons)	<input type="checkbox"/> Business Russian	_____ modules	____/____/____	_____
	<input type="checkbox"/> Russian Literature			
	<input type="checkbox"/> Russian Music			
	<input type="checkbox"/> Exam Preparation			
	<input type="checkbox"/> One-to-One			
Mother tongue _____ Other languages _____				
How do you assess your level of Russian (please refer to our level descriptions in our main brochure)?				
<input type="checkbox"/> A0-No knowledge <input type="checkbox"/> A1-Beginner <input type="checkbox"/> A2-Elementary <input type="checkbox"/> B1-Intermediate <input type="checkbox"/> B2-Upper-intermediate <input type="checkbox"/> 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"/> Transfer services required	<input type="checkbox"/> St. Petersburg	Details:	____/____/____	_____
	<input type="checkbox"/> Moscow			
	<input type="checkbox"/> Riga			
VISA RELATED DETAILS (please check if you require a visa for traveling to our language centres)				
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 to Russia or Latvia, 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 credit card.
<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. Our students are asked to state in the enrolment form a period for which they would like their visa to be valid. Please take into consideration that a normal Russian visa is only <b>valid for one entry</b> (except for long-term student visas which are multi-entry).
<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>Cancellation fees</b>	Up to 30 days prior to the beginning of the course – 10%, up to 10 days – 25%, but if cancellation occurs when visa support has already taken place - not less than the invoiced amount for enrolment and visa related services. For cancellations that occur later, the cancellation fee amounts to 50 % of the total fee. <b>Telc exam cancellation:</b> up to 30 days prior to the exam - none; less than 30 days before the exam - 100% of the exam fee. Cancellations should be communicated in writing (e-mail or fax) directly to our central booking office in St. Petersburg or to a local agent.
<b>Programme interruption</b>	Must be communicated in written form at least <b>15 days in advance</b> . Under no circumstances has the participant the right to reclaim the total fee. A partial reimbursement is at the discretion of Liden & Denz.
<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 the language centres 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 2016</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 25, 28; MAY 1, 4; JUN 23, 24; NOV 18; DEC 26. <b>No lessons are held on these days. Compensation is only provided for One-to-one Courses.</b>
<b>Please note that this enrolment is binding (subject to the terms of cancellation). With your signature you agree to the general terms of participation. All data will be treated confidentially. However, some will be forwarded to the Immigration authorities.</b>	
Date _____	Signature (for minors, legal guardian) _____