Booking Form Notes

**Please make sure that you send in your application for the 2024-25 academic year by 9 February 2024 for semester 1 courses (Autumn) and full-year courses (32 weeks for Oxford Year 2 students, 34 weeks for all other students); and by 19 April 2024 for semester 2 courses (Spring). Applications received after these dates will be subject to a surcharge of £25 and processed only if there are places available.**

**Payment of Course Fees is due on 1 May 2024 for semester 1 courses, and 3 July 2024 for semester 2 courses.**

RLUS will confirm with your university that they approve of your course choice. RLUS needs a deposit of £50 for each course you apply for, plus an Admin Fee (to cover RLUS’ operating costs):

13 week courses: £55.00.

16/18 week courses: £70.00.

32 week/34 week courses: £140.00.

Some Univerisites pay the deposit and, in some cases, the Admin Fee for their students. Please check whether this is the case with your University. If not, it is your responsibility to make these payments yourselves, at the same time as emailing the Booking Form to your Liaison Officer and to Lynne Attwood at RLUS (L.attwood7@btinternet.com). Please note that if you are paying yourselves, applications cannot be processed without the deposit and Admin Fee. Please note also that the final date for cancelling a course is two months before the start of the course. After that date, you will be obliged to pay the full cost of the course, whether you attend it or not.

By submitting the form, you agree to the conditions in the following documents: [*Terms and Conditions Relating to RLUS Student Placement Scheme*](http://www.rlus.co.uk/TERMS%20AND%20CONDITIONS.doc) and [*Statement of Information*](http://www.rlus.co.uk/STATEMENT%20OF%20INFORMATION.doc)*.* These documents are on the website; your Liaison Officer also has copies.

**WHAT HAPPENS NEXT**

1. On receipt of your booking form, and your deposit and Admin Fee if you are paying these yourselves, you will be sent an e-mail with your personal and course details. Please check this carefully and let Dr Attwood know immediately if there are any errors. RLUS cannot be held responsible if you fail to do so.
2. Invoices will normally be sent to your University Liaison Officer. Your Liaison Officer will send the relevant invoices on to you for payment. Most universities pay the course fee, and some pay the deposit and/or Admin Fee. A few universities ask you to pay the full cost of the course, the deposit and the Admin Fee directly to RLUS. Please check with your university what you are expected to pay and ensure that payment is made by the due date. If the invoice has not been paid, students will not be able to attend the course. Late payment will be liable to a surcharge of £25.

**NOTES**

**CONTACTS: EMAILS AND PHONE NUMBERS.**

Please provide RLUS with your university e-mail. If you wish, you may also provide us with a private e-mail, but RLUS will use your university e-mail address as the main means of communication. If you change your personal e-mail address, please inform RLUS. Please make sure that you check your e-mails regularly. Please also make sure that you provide us with at least one phone number (landline or mobile). This is essential if we need to contact you urgently.

RLUS will pass your Booking Form onto the language school where you are studying.

**PASSPORTS**

Your passport must be valid for at least three months after the end of your course.

**COURSE PROGRAMME DETAILS**

**Please choose your course carefully. The RLUS Executive Committee has decided that no changes will normally be possible.** **Nor will RLUS allow you to cancel your course in order to apply for another course.**

If you wish to cancel your course, you will lose your £50 deposit. No cancellation is possible less than two months before the start of the course. After that date, you will be obliged to pay for the full cost of the course, whether you attend or not. You are advised to take out insurance before that date, in case you need to make a claim for a course which you cannot attend for a valid reason.

**ACCOMMODATION**

RLUS itself does not arrange accommodation. However, Language Link will provide you with Homestay accommodation if you request it.

Whether or not you require Homestay accommodation, please fill in the Accommodation form when you receive it, and send it Rob Jensky (info@languagelink.ee). Please note that if you cancel your accommodation less than a month before departure, you will be liable to pay a cancellation charge of up to a month’s rent.

Please note that RLUS will **not** invoice you or your university for accommodation. You will pay for accommodation directly to your host institute or family. You should make sure that you have access to sufficient funds to do this. If you have a UK debit or credit card, you will be able to use it in Estonia and Kazakhstan to withdraw funds. Please bear in mind that most banks will charge a commission for using your debit card abroad. If you use a credit card, you will have to pay interest charges for cash advances. Please check with your card issuer for details. You are advised to inform your bank that you plan to use your card in Estonia and/or Kazakhstan, as otherwise some banks may block your card. Students studying in Astana have found that it is essential to have a Kazakh Bank Account; Language Link in Astana will help you with this. You MUST have your National Insurance number to hand.

**MEDICAL**

We ask you to inform us of any medical condition that may affect your stay in Estonia and/or Kazakhstan.

If you do not have a pre-existing medical condition, you will be covered by your insurance for any medical treatment that you may need. If you have a pre-existing medical condition, you must inform the insurance company when applying for insurance. If you fail to do so, they may reject your claim and you will have to pay for private medical care. This can be very expensive.

If you require regular medication, the NHS will usually only give it to you for three months. If your course is longer than that, you might have to arrange to return home in the middle of your course to obtain fresh supplies.

Any information that you give us will be treated in strictest confidence. It will only be passed on to the director of Language Link. Our aim is to give you the best advice possible and to ensure that you can benefit as fully as possible from your course.

**DEPOSIT**

Unless your University is paying this for you, you will need to pay a non-refundable deposit of £50 for EACH course you are applying for. If you are applying for two courses, please send £100. 32 week (Oxford only) and 34 week courses require ONLY a £50 deposit. You will also need to pay a non-refundable Admin Fee unless your University is paying this for you. The Admin Fee amounts for the different courses are given on p1 of this document. You should pay by BACS transfer (Internet banking).

The account details are:

bank name: Cafbank

account (beneficiary) name: Russian Language Undergraduate Studies

sort code 40-52-40 account number 00006049.

**For bank transfers from outside the UK**, you will also need the following:

SWIFT: CAFBGB21XXX

IBAN: GB91CAFB40524000006049

**Please make sure that your name is put as a reference with all payments by internet banking or bank transfer as, otherwise, we will have no way of knowing who has sent the money.**

**SAFETY**

RLUS is assured that all teaching rooms comply with local fire and safety laws. RLUS is also assured that all homestay accommodation is inspected by the host organisation.

**CLOSING DATES FOR APPLICATIONS:**

**9 February 2024** for **Semester 1 (Autumn) courses, and for 32 and 34 week courses;**

**19 April 2024 for semester 2 courses.**

Applications after these dates will be accepted only if there are still places on the course. They will be subject to a surcharge of £25.

**COURSE CODES.**

Please make sure that you put the correct course code(s) on the booking form.

TLL13A: 13 week course in Tallinn, Autumn (semester 1)

TLL16A: 16 week course in Tallinn, Autumn (semester 1)

TLL34: 34 week course in Tallinn (both semesters)

TLL13S: 13 week course in Tallinn, Spring (semester 2)

TLL18S: 18 week course in Tallinn, Spring (semester 2)

ALL13A: 13 week course in Astana, Autumn (semester 1)

ALL16A: 16 week course in Astana, Autumn (semester 1)

ALL34: 34 week course in Astana (both semseters)

ALL13S: 13 week course in Astana, Spring (semester 2)

ALLS18: 18 week course in Astana, Spring (semester 2)