Booking Form Notes

**Please make sure that you send in your application for all RLUS courses for the 2025-26 academic year by Monday 17 March 2025. Applications received after this date will be subject to a surcharge of £25 and processed only if there are places available.**

**Payment of Course Fees is due on 1 July or all courses in the 2025-26 academic year.**

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 Universities 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 or not you attend it.

By submitting the form, you agree to the conditions in the following documents: (i) [*Terms and Conditions Relating to RLUS Student Placement Scheme*](http://www.rlus.co.uk/TERMS%20AND%20CONDITIONS.doc), and (2) [*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. The UK universiites which work with RLUS have different ways of dealing with the financial aspects of snedint students on RLUS courses. Invoices will normally be sent to your University Liaison Officer, who 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 Language Link, which arrangrs the courses.

**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 normally changes will not be allowed.** **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 to withdraw funds. Please bear in mind that most banks will charge a commission for using your cards 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, Kazakhstan or Armenia, as appropriate, 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 set this up. 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 one £50 deposit. This deposit is deducted from the course fee. In addition you 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 DATE FOR APPLICATIONS:**

**17 March 2025.**

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

**Russian Language Undergraduate Studies and Data Protection.**

**Introduction.**

All businesses, including charities, have to conform to the rules set out by the General Data Protection Regulation, or GDPR, and explain how they use personal data.

As the Charity Finance Group/GDPR for Small Charities explains,

‘The General Data Protection Regulation, or GDPR, came into effect across the European Union in 2018. In the UK it was implemented through the Data Protection Act 2018 (DPA 2018), and subsequently amended following the UK’s withdrawal from the EU. The current rules have been brought together under the label of the “UK GDPR”.’

RLUS deals with both personal data and special category data relating to students.

Examples of **personal data** which RLUS collects:

• Name

• Date of birth

• Address

• Passport number.

**Special Category** data (formerly known as sensitive personal data):

• Racial or ethnic origin

• Political opinions

• Religious or philosophical beliefs

• Data concerning an individual’s health.

Data concerning students’ health is the most relevant of the Special Category items. The RLUS Booking Form asks for information from students who have health problems; as explained on the form, ‘RLUS needs this information to make sure that you can benefit fully from your stay in Tallinn/Astana. Be assured this information will be confidential, and will not prevent you from doing a RLUS course.’

**The Data Protection Legislation** states that anyone who processes personal data must comply with the data protection principles, as defined by the relevant data protection legislation; it also ensures that individuals

have important rights, including the right to find out what personal data is held about them, in both digital and paper records.

**Rights of Individuals.**

The GDPR provides these rights::

• The right to be informed

• The right to access

• The right to rectification

• The right to erasure (the right to be ‘forgotten’)

• The right to restriction of processing

• The right to data portability

• The right to object

• Rights relating to automated decision-making including profiling.

The right of access is the most exercised of these rights; it allows students to know what information RLUS holds and processes about them. This is known as a subject access request, which also provides for students to be given a copy of the information, as well as supplementary information, such as where and with whom the information may be shared.

NB: The right of access, like many of the individual rights, is not an absolute right and disclosure of the requested information is subject to exemptions.

**Obtaining Personal Data.**

Only personal data necessary for RLUS to carry out its business will be obtained, and this is collected on the Booking Form when the student applies for the course.

**Recording Personal Data.**

All those involved with RLUS are aware that any material they produce which refers to an individual student may be accessed by that student, regardless of the informality of the information and how or where it is held, including handwritten notes and data held in email accounts. This includes any opinion of or about the student.

**Retention and Disposal.**

Information about students is not kept for longer than is necessary. When the data is no longer required it will be securely disposed of.

**Third Party Processing.**

RLUS is required to share information with certain third parties outside of RLUS – most notably, Language Link, and the visa agencies relating to Estonia, Kazakhstan and Armenia. Personal data may also be shared with other third parties if there is a clear and lawful purpose for doing so, if the data sharing is a proportionate means of achieving that purpose, and if the data sharing is transparent to the data subjects.

Data protection legislation allows the disclosure of personal data to authorised bodies, such as the Police and other organisations that have a crime prevention or law enforcement function. In response to most other requests, RLUS will not disclose personal data, or, in particular, special category (sensitive) data, without the consent of the student. If consent is received, staff will ensure that the data is given to the correct enquirer. For this reason, disclosure will be made in writing and not by telephone.

Data protection law allows organisations to share personal data in an urgent or emergency situation, including to help them prevent loss of life or serious physical, emotional or mental harm. This means that information will, when necessary, be shared with a student’s university, whether or not the student has consented.

**COURSE CODES:**

13 week course in semester 1 in Tallinn: TLL13A

16 week course in semester 1 in Tallinn: TLL16 A

34 week course in Tallinn: TLL34

32 week course in Tallinn for Oxford year 2 students: TLL32

13 week course in semester 1 in Astana: ALL13A

16 week course in semester 1 in Astana: ALL16A

34 week course in semester 1 in Astana: ALL34

13 week course in semester 1in Yerevan: YLL13A

16 week course in semester 1 in Yerevan: YLL16A

13 week course in semester 2 in Tallinn: TLL13S

18 week course in semester 2 in Tallinn: TLL18S

13 week course in semester 2 in Astana: ALL13S

18 week course in semester 2 in Astana: ALL18S

13 week course in semester 2 in Yerevan: YLL13S

18 week course in semester 2 in Yerevan: YLL18S