**RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD**

 RLUS is a non-profitmaking company limited by guarantee.

Company No. 2867380. Registered Charity No. 1028482

 Web site: www.rlus.co.uk

**TERMS AND CONDITIONS
RELATING TO RLUS STUDENT PLACEMENT SCHEME.**

**1.Payment**

I understand that this course is arranged by RLUS as agent for the University named on the booking form ("the University") and that the University must ensure that all payments are made promptly in respect of their students’ participation in RLUS courses. RLUS will send invoices for payment either to the University or the student, depending on the University’s payment policy. Students will not be allowed to participate in a RLUS course if payments to RLUS are outstanding. RLUS accepts and makes payments as agent for the University named on the Booking Form.

**2.** **Refunds**Students who withdraw from their chosen course will only receive a refund if the following conditions are met. If they are not, students may be able to claim on their insurance.

2.1  Students who withdraw from their chosen courses for any reason (including examination failure) will receive the refund of fees already paid only if prior written notice of withdrawal is given by the student or the University at least 2 months before departure, or if the University has warned RLUS that a student has failed their exams and is likely to fail their resits.

2.2  In the event of a course being withdrawn by RLUS under paragraph 6.2 below, RLUS will refund such fees as shall have been paid by the student or the University.

**3.** **Communications**

3.1 Before departure, students should normally liaise with RLUS through their University Liaison Officer. When direct contact between a student and RLUS is necessary, this should be with the Operations Consultant of RLUS, Dr Lynne Attwood, and by email, L.attwood7@btinternet.com

**4. Obligations.**

Students must understand and accept that the following are their obligations and duties and they must agree to fulfil these:

4.1  To attend all classes, unless they are unable to do so for good cause, in which case they will notify the course provider and RLUS at the earliest opportunity.

4.2  To comply with all local laws and all reasonable instructions given by or on behalf of RLUS, whether given orally or in writing. Students must acknowledge that they may be required to return to the UK if they do not comply with such laws or instructions, in which case they will not be entitled to any refund and will become further liable for the costs associated with their return.

4.3  To provide accurate information to RLUS on their booking forms, and to update the information if their circumstances change.

4.4  To ensure they are medically fit to travel and participate in their chosen RLUS course(s).

4.5  To take all reasonable care of the property at their accommodation in Estonia, Kazakhstan or Armenia, as well as that of their course provider, and to make good any loss or damage caused by them.

4.6  To ensure their passport is valid for at least 3 months beyond the date on which they are due to return to the UK, and to obtain the necessary visas.

4.7  To make adequate provision for their own expenses outside of those matters organised by RLUS.

4.8  To take out their own insurance if this is not arranged by their University. This is a condition of attending a RLUS course.

4.9  To keep within the luggage allowance specified on their air ticket or to meet any charges levied by carriers for exceeding this allowance.

4.10   To exercise all due caution and common sense at all times and to use all reasonable endeavours to avoid injury to themselves or others.

4.11  In the event of any national, international, political or civil unrest, emergency personal illness or incapacitation, or other event which RLUS in its absolute discretion deems likely to endanger students’ well-being, to authorise RLUS and its agents to take such action as in its absolute discretion it deems necessary to ensure students’ well-being, including at their own expense arranging medical treatment and/or transportation to Great Britain.

4.12  To undertake to remain under the supervision of RLUS throughout the duration of the Course and to observe and abide by all rules and instructions contained in the briefing documents or at any time notified to the student by RLUS or its representatives. Students must understand that if they are in breach of such rules and instructions, RLUS may forthwith terminate the Course and transport the student to Great Britain at their own expense and retain any fees paid.

4.13  To acknowledge that in the event of any civil unrest, politically-motivated or other violence, whether threatened or actual, or other event of a hazardous or potentially hazardous nature in the vicinity of the Course location, RLUS reserves the right to cancel, alter, relocate or postpone the Course.

**The University's Obligations:**

Students must understand and accept that their University's obligations to them (through RLUS as the University's agent) are limited to the following:

5.1  Using their reasonable endeavours to organise the tuition they have chosen.

5.2  Giving clear instructions to course and accommodation providers as to what is required of them but without incurring any liability in the event that the providers fail to so; and obtaining confirmation from the providers that all reasonable efforts will be made to fulfil these requirements. RLUS will use reasonable endeavours in the event of the withdrawal of a course by the provider, to procure an alternative course by the provider, but always subject to RLUS' right under clause 6.2.

5.3  Disseminating relevant advice and information by way of documentation and briefing meetings.

5.4  Taking reasonable steps to monitor the academic standards of the courses offered on the RLUS programmes.

**6.** **Limitations**Students must understand and agree that:

6.1  RLUS as the University's agent shall be free to accept or decline an application and that there shall be no binding agreement between the University and the student unless and until the student receives confirmation from RLUS of their registration on a RLUS course.

6.2  RLUS as the University's agent will use its best endeavours to provide courses. However, if, due to lack of support, it is not, in the reasonable opinion of RLUS, economical to provide a course, it may be withdrawn. If the student has been confirmed as registered on a withdrawn course, RLUS may, with the student’s agreement, transfer their registration to a suitable alternative course.

6.3  The University through RLUS shall use its reasonable endeavours to provide accurate information but shall not be liable for any errors or omissions in any information it provides which has not been compiled by RLUS.

6.4  The University through RLUS shall not be liable for the health or safety of students participating in any RLUS course other than for death or personal injury arising out of the negligence of the University.

6.5  RLUS shall not be liable for any loss or damage, expenses or costs incurred by the student or for their death or personal injury, howsoever caused, arising directly or indirectly from their placement by RLUS on a course of study, with the exception of the death or any personal injury caused by the negligence of RLUS, its agents or employees.

**Complaints Procedure**

7.1  The University through RLUS will take all reasonable steps to investigate genuine complaints of participating students.

7.2  Students must agree to raise any complaint as soon as reasonably practicable and always (other than in exceptional circumstances) before they return to the UK.

7.3  Students must acknowledge that complaints should be initially addressed to the local staff member dealing with student welfare at the school where they are studying.

7.4  Students must understand that if they wish to pursue a complaint upon their return to the UK, or if exceptional circumstances prevent them from raising a complaint before returning to the UK and they then wish to raise a complaint, this should be addressed to Dr Lynne Attwood at RLUS or such other person of whom RLUS may notify them.

**8. Proper Law.** These standing regulations shall be governed by English Law and the parties accept the non-exclusive jurisdiction of the English Courts.

**9.** **Indemnity**The student must agree to indemnify the University for any loss or expense caused by their failure to provide accurate information to RLUS or by any breach of this Agreement by the student.

**Please retain this document for reference, but make sure that you have signed the booking form, stating that you have read and accept the information in this document.**