**RLUS 2025 COURSES BOOKING FORM**

This form must be typed. Handwritten forms will not be accepted. Please send it as a Word file. Please do not send it as an Acrobat file (pdf) or in Mac (Pages) format. Please make sure that you read the [*Booking Form Notes*](file:///Volumes/NO%20NAME/1%20RLUS%202023-24%20/website%20/Website%202023-24/Downloads/Booking%20Form%20Notes%202011-12.doc) before you fill in this form.

Return this form to BOTH Dr Lynne Attwood: [L.attwood7@btinternet.com](mailto:L.attwood7@btinternet.com), and your Liaison Officer.

You will find the course codes at the bottom of this booking form.

The deadline for booking forms, and for the deposits and Admin Fees (if the student is required by their University to pay these) is Friday 9 February 2024 for Semester 1 courses (i.e. Autumn semester), 32 week (only for year 2 Oxford students) and 34 week courses, and Friday 19 April 2024 for Semester 2 courses (i.e. Spring semester).

**SECTION 1 PERSONAL DETAILS**

Surname Other Name(s)

Male/Female UK University.

(Oxford University students: please indicate your college and liaison officer)

Nationality

Country of Birth ………………………………………………..

Country of Permanent Residency

Address

Post code

Landline phone number Mobile

University e-mail

Private e-mail

Date of birth (*Use format dd/mm/yyyy)………………………………………….*

**SECTION 2 PASSPORT DETAILS**

Passport number

Date issued (*Use format dd/mm/yyyy)………………………………………..*

Expiry date (*Use format dd/mm/yyyy)………………………………………..*

**SECTION 3 COURSE PROGRAMME DETAILS**

**AUTUMN COURSE** (All courses starting at the end of August)

Location

Length in weeks Course code

**SPRING COURSE** (All courses starting in February)

Location

Length in weeks Course code

**FULL YEAR COURSE (32 weeks for 2nd year Oxford students, 34 weeks for all other students):**

Location

Course code

**SECTION 4 ACCOMMODATION**

Please indicate if you want Homestay accommodation arranged for you. (Students who wish to rent apartments should start looking yourselves, but Language Link will provide assistance if you are having problems.)

**Semester 1 (Autumn)**

*Yes/No*

**Semester 2 (Spring)**

*Yes/No*

**34 week course**

*Yes/No*

You will find an accommodation form on the RLUS website; if you are unable to download this please let Lynne Attwood know and she will email you a copy.

**SECTION 5 MEDICAL**

*PLEASE NOTE:* ***ALL*** *STUDENTS MUST TAKE OUT TRAVEL INSURANCE. Some Universities provide this for their students. You need to check if this is the case with your University.*

Do you have any medical condition that may cause a problem when you are studying on a RLUS course in Tallinn or Astana? *Yes/No.*

*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.*

If Yes, please give a short description below.

**SECTION 6 DEPOSIT PAYMENT AND ADMIN FEE DETAILS.**

Some Universities pay the Deposit and the Admin Fee for their students. Please check if this is the case with your University. If it is not, please make the payments yourself. The deposit is £50.00 and is taken from the course fee. The Admin Fee is as follows:

13 week courses: £55.00.

16/18 week courses: £70.00.

32/34 week courses: £140.00

The Deposit and Admin Fee are both non-refundable.

Are you or is your University paying (i) the deposit? ………..

Are you or is your University paying (ii) The Admin Fee?.......

Are you or is your University paying (iii) the course fee?

If you are paying anything yourself, please pay by **internet banking (BACS).**

The account details are:

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

**DECLARATION:**

I have read, and agree to accept, the information contained in the following documents, which can be found in the Booking a Course section on the website:

1) Terms and Conditions Relating to RLUS Student Placement Scheme

2) Statement of Information

I agree to RLUS holding the information given on this form. RLUS will pass on a copy of the form to Language Link, which is delivering the courses.

**SIGNED:…………………………………………………………………………………**

**Please make sure that you send in your application by 9 February for semester 1 or full-year courses, and 19 April for semester 2 courses. Applications received after these dates will be subject to a surcharge of £25 and processed only if there are places available.**

**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: ALL13 A

16 week course in semester 1 in Astana: ALL16 A

34 week course in semester 1 in Astana: ALL34

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