RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

RLUS is a non-profit-making company limited by guarantee. Company No. 2867380 Registered Charity No. 1028482
Web site: [www.rlus.co.uk](http://www.rlus.co.uk)

**STATEMENT OF INFORMATION**

RLUS is managed by an Executive Committee representing a wide range of British Slavists. The implementation of its policies is carried out by an Operations Consultant, supported by a Finance, Administration and Compliance (‘FAC’) Officer, and with the help of Merchant & Co. accountancy firm. RLUS liaises with British Universities through their Liaison Officers (the member of staff who deals with Year Abroad for students of Russian), most of whom are on the RLUS Executive Committee, and deals directly with its course providers in Estonia and Kazakhstan. It arranges pastoral care for all students and conducts regular pastoral visits to each centre.

2. As early as possible in the academic year, RLUS sends to departmental Liaison Officers details of the courses which it will be offering in the following academic year. We ask Liaison Officers to pass these details on to the relevant student cohort(s). Students are asked to send their Booking Forms both to the RLUS Operations Consultant (Dr. Lynne Attwood: L.attwood7@btinternet.com) and their Liaison Officer. Liaison Officers are asked to make sure that the RLUS course a student has chosen is compatible with the requirements of their degree programme.

3. Following payment of a non-refundable £50 deposit (deducted from the final invoice) and Administration Fee (£55.00, £70.00 or £140.00, depending on the length of course) which confirms registration for a course, RLUS arranges the course. It passes on to the relevant course organisers requests for Homestay accommodation. Students wishing to live in their own apartments will find these themselves, but the course providers will help if the student is having problems. Students arrange their own travel. Briefing information specific to each centre is provided, together with guidance on finance, health and other matters which is as up-to-date as reasonably possible.

4. RLUS also:

a) Arranges and communicates a satisfactory academic programme by direct liaison with the centres in Estonia and Kazakhstan and with home universities as necessary;

b)  Passes on information about travel and accommodation requirements;

c)  Deals with students’ individual special case requirements to the best of its ability, responds to inquiries of parents/relatives in case of emergency and acts as communication channel in such instances.

5. RLUS advises students to ensure before departure that they are fit to travel and live abroad through consultation with their general practitioner and by reference to current Foreign Office and medical travel advice. This is particularly important in the case of pre-existing medical conditions. RLUS reserves the right to deny a place to any student who, in RLUS’s absolute opinion, is not fit to undertake the placement. All students MUST take out travel insurance. Some universities provide this; others require students to arrange their own insurance.

6. RLUS requires students to sign the Booking Form to confirm that they have read the Terms and Conditions document before departure. This enables RLUS to take immediate measures in an emergency of an individual or general nature to move, regroup or withdraw students as necessary. In doing so, RLUS is guided by its judgement of the well-being of the students involved, based on its long experience.

7. While abroad, students are allowed a very wide degree of freedom in their personal conduct and travel. At the same time, behaviour which, in the absolute judgement of RLUS and the course providers, is likely to prejudice the well-being of individuals or groups, will be subject to verbal or written warnings as required and may result in withdrawal from the course and repatriation at the expense of the individuals concerned.

8. RLUS is assured that all teaching and Homestay accommodation arranged by the course organisers complies with local fire and safety laws. Many countries are not as stringent as the UK in setting general standards for safety, hygiene and fire precautions and local authorities may not have adequate resources to monitor and enforce standards. We suggest that you familiarise yourself with the lay-out of teaching buildings and means of escape in the event of an emergency. In Homestay accommodation, please obey any safety instructions given to you by your hosts.

9. It is expected that students will attend classes regularly, unless absent for good reason. By arrangement with the teaching centres and with the UK University departments, a formal record of every student’s attendance is sent to RLUS at the end of each course. RLUS forwards this record to the student’s department in the UK, where it may be taken into account in assessment of the student’s fulfilment of requirements.

10. To facilitate cultural familiarisation and provide time for private study while abroad, RLUS has instituted a number of “reading weeks” within each course, when classes are suspended. Travelling involving absence from classes outside of these agreed periods is regarded as unjustifiable absence and recorded as such.

11. RLUS operates the following refund policy:

A student who withdraws either before or after departure because of serious illness will not, unless the conditions set out below are met, be entitled to any refund. The student should, however, be able to make an insurance claim.

A student who withdraws voluntarily will, only if prior written notice of withdrawal is given personally by the student to RLUS, receive the following refund of fees already paid:

More than 2 months prior to departure: the student is entitled to a refund of any fees paid, less £50 deposit and the Admin Fee. Students will also be liable for any charges passed on to RLUS Ltd by the Estonian or Kazakh course providers.

Less than 2 months prior to departure: No refund.

There is no refund if a student decides to leave the course early or fails to attend all of the classes provided.

12. Invoices are rendered normally to the Liaison Officers, unless RLUS has been instructed to bill students directly. RLUS reserves the right to withdraw a student from the course if payment has not been received before departure.

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

Lynne Attwood, 6 December 23.