**RLUS COURSES BOOKING FORM**

**for 2025-26 Academic Year**

Please return the completed form to BOTH Dr Lynne Attwood: L.attwood7@btinternet.com, and your Liaison Officer.

PLEASE SEND IT AS A WORD FILE.

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 the form. **You will find information in the Booking Form Notes about Data Protection, what data we collect about students and why, and your rights in relation to this data.**

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

The deadline for booking forms, and for payment of Deposits and Admin Fees (if the student is required by their University to pay these) is Monday 17 March 2025 for all courses. The payment for Course Fees is 1 July 2025.

**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 start on 25 August)

Location

Length in weeks Course code

**SPRING COURSE** (All courses start on 9 February 2026 except for the 32 week course, which starts semester 2 on 12 January)

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.). Language Link will send you an Accommodation Form once it receives your booking.

**Semester 1 (Autumn)**

*Yes/No*

**Semester 2 (Spring)**

*Yes/No*

**34 week course**

*Yes/No*

**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 that 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 the Booking Form Notes.

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 17 March for all 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: 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