

Course Dates and Fees 2008

- Notes**
- Courses operate all year round
 - Minimum course length – 1 week
 - Average number of students per group – 5 (maximum 10)
 - Each lesson is 45 minutes
 - **Non refundable registration fee of 65 Euros (30 for the Expatriates) is charged for the first enrollment only**

General Russian Programmes

Type	Lessons per week	1 week	2 weeks	3 weeks*	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	Start Dates
Standard Course	20	185 €	370 €	540 €	720 €	900 €	1080 €	1260 €	1440 €	Every Monday all year round**
Intensive Course	30	280 €	560 €	825 €	1100 €	1375 €	1650 €	1925 €	2200 €	

* Each next week is 180 Euros/275 Euros

** Absolute beginners start the first Monday of each month throughout the year

Individual Tuition

Lessons per week	Price per week	Start Dates
10	250 €	Every Monday all year round
15	375 €	
20	500 €	
30	750 €	

Business Russian

Type	Lessons per week	1 week	2 weeks	3 weeks*	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	Start dates
Combination Course SC20 + 10 individual	30	385 €	770 €	1140 €	1520 €	1900 €	2280 €	2660 €	3040 €	Every Monday all year round**
Individual tuition	10+	25 € per lesson								

* Each next week is 380 Euros

** Absolute beginners start the first Monday of each month throughout the year

Academic and Exam Preparatory Courses

Type	Lessons per week	9-24 weeks	25-36 weeks	Start dates
Academic Course	20	150 € each week	145 € each week	Every first Monday all year round (except May, June, July)
Exam Preparatory Block *	10+ Individual lessons	25 € per lesson		

* Exam Preparatory Block is only taken in addition to Standard Group or Academic Courses.

Exact number of Individual lessons required for the exam preparation is determined by the teacher and the student

Evening Course

Time/Days 18.30-21.00	Lessons per week	1 week	2 weeks	3 weeks*	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	Start dates
Monday/Wednesday or Tuesday/Thursday	6	85 €	170 €	240 €	320 €	400 €	480 €	560 €	640 €	Every Monday all year round**

* Each next week is 80 Euros

** Absolute beginners start the first Monday of each month throughout the year

In-Company training

Type	Minimum number of lessons	Price per lesson	Classes are held directly at the student's workplace (office) by our teachers. It can be either individual or mini-group lessons. Weekend tuition is also possible.
Individual Tuition	10+	30 €	
Tuition in mini-groups	10+	45 €	

Work and Study Programme

Course Type	Lessons per week	Minimum course duration is 12 weeks	Start dates
Standard Group or Academic	20	Students compensate the course fee by teaching their native language. Institute guarantees to find the job enough to compensate the standard course (or Individual lessons)	Every Monday in January, February, March, September, October 2008

Tuition Fees include: tuition as specified, written and oral placement test, teaching material, certificate on course completion, student ID, welcome information folder, free unlimited e-mail and internet access, supplementary tee and coffee service, some social activities (Russian Craft Lesson, Russian Song Lesson, Watching Russian Films)

Accommodation and Transfer Fees 2008

Homestay	Half-board		Breakfast	
	Single room	Shared room	Single room	Shared room
Standard Type	175 €	160 €	140 €	125 €
Standard Economy Type	140 €	130 €	120 €	110 €

- Host families of Standard type are located in the central part of the city.
- Host families of Standard Economy type are located in the remote/bedroom districts of the city.
- Homestay accommodation is normally provided from the Saturday or Sunday before the course begins until the Saturday or Sunday after the course ends.
- Extra nights are usually available on request on payment of a supplement (30 Euros per day). More than 4 days are equivalent to one week.

Other Accommodation Options	Single room	Shared room
Guest House	35 €	28 €
Rented Flat	Price upon request	
Hotels (2-5 stars)		

Airport/railway station transfer	We can arrange for you to be met at the airport or railway station and taken by car to the place of accommodation	40 € One way transfer
----------------------------------	---	--------------------------

Course and Accommodation Enrollment Form 2008

1. Personal Details

Family Name First Name Sex
 Date of Birth Country of birth Town of Birth Nationality
 Address Post Code Town Country
 Contact tel. Fax E-mail
 Who to contact in case of emergency during your stay in Russia
 Possible arrival (dd/mm/yy) Possible departure (dd/mm/yy)
Do you need the visa support? Yes * No **if yes, fill in item 2, please*

2. Visa Related Information

Passport number Date of issue Expiration Date
 Occupation
 Address of work/study place
 What city is the Russian Consulate located (where will you apply for the Russian visa)?
 What cities in Russian are you planning to visit?

3. Accommodation

Homestay

	Half-board		Breakfast	
	Single room	Shared room	Single room	Shared room
Standard Type				
Standard Economy Type				

Do you have any specific dietary requirement? Yes No Details:
 Do you have any allergies? Yes No Details:
 Guest house Hotel
 From (dd/mm/yy): To (dd/mm/yy): Number of weeks/days:
 Organized independently* (*Please write the address of staying in St.Petersburg (Important for the visa support!))

4. Airport Transfer

Do you require airport transfer on arrival? Yes No	Do you require airport transfer on departure? Yes No
Arrival details: Date of arrival Flight number Arrival time	Departure details: Date of departure Flight number Departure time

5. Course Details

Type	Lessons per week	Start Date (dd/mm/yy)	Number of weeks
Standard Course	20/...../.....
Intensive Course	30/...../.....
Academic/Long-Stay	20/...../.....
Business Russian	30/...../.....
Combinational Course	10 15		
Individual Course	20 35		
Exam Preparatory Block	10 15 20/...../.....
One-to-one*	10 15 20 30/...../.....
Evening Course	Mon/Wen Tue/Thu/...../.....
In-company	10 15 20/...../.....
Individual lessons Mini group lessons			
Work and Study	20/...../.....

*Special interests of study (only for One-to-one)
 Native language Other languages
 How do you assess your level of Russian? Beginner Elementary Pre-Intermediate Intermediate Pre-Advanced Advanced
 Previous Russian language courses – Please indicate year of study, place of study, course length and course intensity (hours per week):
 How did you learn about Derzhavin Institute?

Terms and Conditions 2008

How to Book Your Russian Language Course at Derzhavin Institute

Decide when you would like to come to St.-Petersburg and how long you would like to study.

Complete the enrollment form (either in written form or on computer) and return it to our booking office in St. Petersburg by e-mail (info@derzhavin.com) or fax (+ 7 812 7401925). The Institute will reply by e-mail or fax with course Confirmation

Visa Support

Upon receiving the course Confirmation with student's signature the Institute begins visa support procedure

All foreign travelers to Russia require an entry visa

Derzhavin Institute can provide the applicants with an invitation letter which is necessary to obtain the entry visa

There are different visa types to enter Russia, they differ in a period of stay in Russia and number of entries

- Those students who take short term course (up to 4 weeks) are provided with the tourist invitation letter. Tourist visa is valid for 30 days and single entry to Russia. The invitation is being made within several days. The fax copy of invitation is enough to get the tourist visa in the Russian Consulate or Embassy. The tourist visa can't be prolonged in Russia.
- Those students who take long term course (4 weeks +) are provided with the study invitation letter. The study visa is valid maximum for 90 days and can be prolonged in Russia. The invitation is being made within 30 days and the original copy is required to get the visa. The Institute will send the original invitation letter for getting the study visa only in case of non-refundable registration fee and the course pre-payment.

Booking Deadlines

For all short-term courses (up to 4 weeks) the booking deadline is 3 weeks before the course commencement

For all long term courses (4 weeks +) Enrollment form should reach us 8 weeks prior to course commencement

It is only upon this terms observation that the Institute can guarantee the visa support

For students who have already got Russian visa and don't require invitation letters from the Institute the booking deadline can be 1 week for short-term courses and 2 weeks for long stay courses. The booking deadline for Work and Study Programme is 8 weeks regardless of the visa presence.

Payments

There are 2 options of payment for the course and accommodation

- **Through bank transfer.** If you have to pre-pay the course or want to make the bank transfer for the whole course fee, you have to mark this option in the course Confirmation form. The Institute will send you a copy of the contract for you to sign and invoice with the bank account. All the bank expenses are the responsibility of the Sender. The money should reach the Institute's bank at least 5 days before the course commencement.
- **In cash.** Students can pay the course and accommodation fees in the Institute's office within 3 working days upon the course commencement

Medical and Travel Insurance

The applicants are asked to check their personal insurance protection (against illness, accident, theft, personal liability etc) as they are not insured by Derzhavin Institute automatically

Age

Students should be 16 years old and over. Students coming with a closed group with an adult group leader can be under 16

Timetable

Each lesson is 45 minutes (academic hour).

Standard Course Timetable: 09.30 – 13.00. Intensive Course Timetable: 09.30 – 15.30. Evening Classes: 18.30 – 21.00

Arrival and beginning of tuition

All courses start on Mondays and finish on Fridays. The recommended arrival day is Sunday

Cancellation

- If a pre-paid course and accommodation are cancelled or postponed with a minimum 1 week's notice in written form (fax, e-mail or letter) the total sum of pre-payment is refunded to the student with the exception of non-refundable registration fee
- If a pre-paid course is cancelled less than one week before the start date, one week's accommodation and tuition, plus non-refundable registration fee will be charged
- If a pre-paid course is postponed (because of visa delay or other reasons) with a less than one week's notice no cancellation charge is made

Once the student started the course

- Lessons cannot be cancelled or postponed.
- No refund of the course fee will be made.

Change of Programme

Every attempt will be made to provide you with the course of your choice. However, Derzhavin Institute can not guarantee a particular course and timetable until you have taken a placement written and oral test. In case of insufficient applications for a group course, the Institute reserves the right to offer an alternative course of equal value

Public holidays

Derzhavin Institute is closed on the following public holidays: FEB 23; MAR 8, MAY 1, 9; JUN 12; NOV 4

The Institute is also closed for Christmas holidays from December, 24 till January, 8

There is no reduction in fees when a public holiday falls on the week day of the course.

Compensation is only provided for Individual Courses

