



**DATES 2014**

**STANDARD AND INTENSIVE GROUP COURSES, LANGUAGE PLUS MODULES**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6* 20	3* 17	3*, 17 31*	14 28*	12 26*	9* 23*	7* 21*	4* 18*	1*, 15* 29	13* 27	10* 24	8*

\*Dates on which beginners can start; Beginners should be familiar with the Cyrillic alphabet.  
All Group Courses end on Friday, **19 December** 2014 and resume on Monday, **12 January** 2015.  
Dates in bold indicate high season.

**23 June** is a start date for courses in St.Petersburg and Moscow only.

**ONE-TO-ONE COURSES, TOTAL IMMERSION COURSES, TRKI PREPARATION MODULES**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6, 13 20, 27	3, 10 17, 24	3, 10, 17 24, 31	7, 14 21, 28	5, 12 19, <b>26</b>	<b>2, 9, 16</b> <b>23, 30</b>	<b>7, 14</b> <b>21, 28</b>	<b>4, 11</b> <b>18, 25</b>	<b>1, 8, 15</b> 22, 29	6, 13 20, 27	3, 10 17, 24	1, 8 15

Start dates for all levels. All One-to-One Courses end on Friday, **19 December** 2014. Dates in bold indicate high season.  
**21 April** is a start date for courses in St.Petersburg and Moscow, courses in Riga on that week will start on Tuesday, **22 April**.  
**23 June** is a start date for courses in St.Petersburg and Moscow only.

**PRICES 2014 (IN EUROS)**

**STANDARD AND INTENSIVE GROUP COURSES**

Course type	Lessons per week	Course length	Fee per week from 06.01 to 25.05.14 and from 15.09 to 19.12.14	High season supplement per week from 26.05 to 14.09.14
Standard course	20	2 - 7 weeks	€280	+ € 60
		8 - 11 weeks	€250	
		12 - 23 weeks	€235	
		24+ weeks	€180	
				No high season supplement
Intensive course	25	2 - 7 weeks	€360	+ € 60
		8 - 11 weeks	€325	
		12 - 23 weeks	€300	
		24+ weeks	€240	
				No high season supplement

**Fees include:** Tuition, assessment test, teaching materials, course certificate, guided group city-tour upon arrival, free access to the Internet.

**Please note:** Maximum group size in St.Petersburg and Moscow is 12 (8 in Riga) and minimum course length is two weeks. A programme combining any destinations is considered as one course. However, start dates and minimum course length (if applicable) must be observed. Any course extensions are considered and calculated as a separate course.

**ONE-TO-ONE COURSES**

Course type	Lessons per week	Course length	Fee per week from 06.01 to 25.05.14 and from 15.09 to 19.12.14	High season supplement per week from 26.05 to 14.09.14
Leisure	15	1-3 weeks	€565	+ € 120
		4+ weeks	€500	
Standard	20	1-3 weeks	€735	
		4+ weeks	€645	
Intensive	30	1-3 weeks	€1095	
		4+ weeks	€960	
Crash	40	1-3 weeks	€1455	
		4+ weeks	€1275	

Additional lesson  
(can be booked as a supplement to either Group or One-to-One Courses) €46

**Fees include:** Tuition, assessment test, needs analysis, teaching materials, course certificate, guided group city-tour upon arrival, free access to the Internet.

**LANGUAGE PLUS MODULES (MINI-GROUP: MAX 4 STUDENTS)**

Specialisation	Minimum level	Lessons per module	Fee per module
Business Russian	A2	5 mini-group	€180
Russian Music	A2		
Russian Literature	B2		



ONE-TO-ONE MODULES			
Lesson type	Lessons per module	Number of modules	Fee per module
General Russian	5 individual lessons	1 module	€230
		2+ modules	€200
TRKI Exam Preparation module	5 individual lessons	1 module	€230
		2+ modules	€200

**Fees include:** Tuition, teaching materials.  
**Please note:** Modules can be booked in advance or at school. They can start any Monday and can be taken only in addition to a Group or One-to-One Course. The exact number of modules required for the exam preparation is jointly determined by the teacher and the student.

ACCOMMODATION			
Accommodation type	Fee per week / Fee per additional day		
	St. Petersburg	Moscow	Riga***
Host family, single room, breakfast only *	€210 / + €44	€210 / + €44	€180 / + €38
Half board supplement	€70 / + €10	€70 / + €10	€60 / + €8.5
Friend or partner sharing room with the student, breakfast only *	€210 / + €44	€210 / + €44	€180 / + €38
Shared flat, single room, no board **	€210 / + €210	€220 / + €220	€220 / + €220
Shared flat deposit	€200		
Private apartment (on request)	handling fee for renting a private apartment is € 200		
Hotel	request hotel price list		

\*5 or more additional days = 1 week  
 \*\*1 or more additional days = 1 week  
 \*\*\***Riga** offers following accommodation options (on request):  
 • Executive families BB: weekly rate is €250 (additional day charge - €50). HB supplement fee applies as indicated above.  
 • Host-family with private bathroom: supplement to weekly rate is €20.  
 • Shared flat (single room) in the school building: €290 per week.

**Fee includes:** accommodation services, arrival transfer (for course participants).  
**Arrival transfers** are organised from any **airport** or **railway station**. **Departure transfers** can be booked separately.  
**Additional charges:** accommodation in host families and shared flats is calculated from Sunday to Sunday. Arrival day **MUST** be Sunday. For students arriving earlier than Sunday, additional fees will apply (above); a full week rate is applicable for early arrivals or late departures in/from shared flats.

Departure transfer	St. Petersburg		Moscow		Riga	
	Airports	Railway stations, Sea/Bus Terminals	Airports	Railway stations, Sea/Bus Terminals	Airports	Railway stations, Sea/Bus Terminals
	€50	€35	€65	€35	€40	€40

ENROLMENT AND OTHER FEES	
<b>Enrolment fee</b> for Riga (any duration of stay) and for programmes in Russia of up to 4 weeks	€90
<b>Enrolment fee</b> for programmes in Russia longer than 4 weeks	€120
<b>Visa support fee:</b> applicable if Latvian visa or residence permit is required	€40
<b>Visa registration fee:</b> will be charged in addition to the enrolment fee for course participants arriving to Russia with a visa, <b>not sponsored by Liden &amp; Denz</b> (those will be registered with the authorities at no extra cost).	€40
<b>Mailing fee</b> (for sending out originals of the invitation letters)	<b>Courier fees Europe</b>
	€45
	<b>Rest of World</b>
	€60

WORK EXPERIENCE PROGRAMMES	
A placement fee is charged for work placement and should be paid together with course fees.	€250



LIDEN & DENZ ENROLMENT FORM

PERSONAL DETAILS

Surname First Name Sex
Address Zip/City Country
Tel.(day) Tel.(evening) Email (Fax if no email)
Who to contact in case of emergency during your stay in Russia

COURSE DETAILS (check price list for exact dates)

Table with columns: Course type, Place of study, Number of lessons/week, From (DD/MM/YY), Length (weeks). Rows include Group Standard, Group Intensive, One-to-One, and Additional modules.

Mother tongue Other languages
How do you assess your level of Russian (please refer to our level descriptions in our main brochure)?
Previous Russian language courses - Please indicate year of study, place of study, course length and course intensity (lessons/week):
How did you hear about Liden & Denz?

ACCOMMODATION DETAILS

Table with columns: Accommodation type, Place of study, Requirements/Comments, From (DD/MM/YY), Length (weeks). Rows include Host Family, Shared flat, Hotel, Private apartment, Accommodation organised independently, and Transfer services required.

VISA RELATED DETAILS (please check if you require a visa for traveling to our language centres)

Please send me a visa support letter covering the period from to (DD/MM/YY)
Passport No. Passport issue and expiry dates
Nationality Place of birth Date of birth
Profession, employer and work/study address



**IMPORTANT INFORMATION AND TERMS OF PARTICIPATION**

<b>How to enrol</b>	Please fill out the <b>enrolment form</b> and send it either to our central booking office in St. Petersburg or your local agent. We will confirm the course 24 hours after having received the enrolment. For all One-to-one Courses we require course participants to complete our <b>Needs Analysis Form</b> , which can be obtained from Liden & Denz or our booking agent.
<b>Booking deadlines</b>	For students not requiring a visa to Russia or Latvia, the booking deadline is <b>1 week</b> prior to arrival for all our centres. For students requiring a visa to Russia: for all short-term courses (up to 4 weeks) the booking deadline is <b>3 weeks</b> prior to arrival. For all long-term courses in Russia (5 weeks and more) bookings should reach us at least <b>8 weeks</b> prior to arrival. For students requiring a visa to Latvia: the booking deadline is <b>3 weeks</b> prior to arrival for courses in our Riga centre.
<b>Terms of payment</b>	Payment of the total amount (including enrolment fee) is to be settled <b>no later than 30 days</b> prior to the course starting date (immediately if enrolling later) by credit card.
<b>Russian entry visa and its prolongation</b>	All foreign travellers to Russia require an <b>entry visa</b> . Visa fees depend not only on the applicant's citizenship, but also on the local consulate's pricing policy. We provide all clients with a letter of invitation, which is necessary to obtain an entry visa. Our students are asked to state in the enrolment form a period for which they would like their visa to be valid. Please take into consideration that a normal Russian visa is only <b>valid for one entry</b> (except for long-term student visas which are multi-entry).
<b>Latvian visa and residence permit</b>	Latvia is a <b>Schengen</b> country: most students will travel visa-free. Students requiring a Latvian visa (valid for stays up to 90 days within half a year) or a residence permit (for longer stays), will receive the respective support from Liden & Denz. Students are advised to check visa policies and costs in the nearest Latvian consulate.
<b>Arrival</b>	Arrival day is <b>Sunday!</b> Course participants who have booked accommodation through Liden & Denz are met at the airport or railway station and driven straight to their accommodation at no charge.
<b>Lesson length</b>	One lesson lasts <b>50 minutes</b> . Breaks between lessons last 10 minutes each.
<b>Cancellation fees</b>	Up to 30 days prior to the beginning of the course – 10%, up to 10 days – 25%, but if cancellation occurs when visa support has already taken place - not less than the invoiced amount for enrolment and visa related services. For cancellations that occur later, the cancellation fee amounts to 50 % of the total fee. Cancellations should be communicated in writing (e-mail or fax) directly to our central booking office in St. Petersburg or to a local agent.
<b>Programme interruption/ discontinuance</b>	Must be communicated in written form at least <b>15 days in advance</b> . Under no circumstances has the participant the right to reclaim the total fee. A partial reimbursement is at the discretion of Liden & Denz.
<b>Late arrival or absences during the programme</b>	for which Liden & Denz cannot be held responsible, will not be reimbursed. Absences cannot be compensated through additional lessons.
<b>Minimum age</b>	The minimum age for all courses is <b>16</b> . Students coming with a closed group can be younger than 16, if the group comes with a responsible adult group leader.
<b>Insurance cover</b>	Participants are asked to check their personal insurance protection as they are not automatically insured by Liden & Denz against illness, accident, theft, personal liability etc. If a booking agent cannot provide adequate insurance cover, we can provide our clients with the services of an international insurer (on request).
<b>Group Courses</b>	If Liden & Denz has to cancel a group course for lack of participants at a particular level a student will receive <b>one-to-one tuition with 75% of booked group lessons</b> during the same period of time. Under no circumstances will the participant receive a refund of the fee.
<b>Accommodation</b>	We do all we can to ensure that students' requirements are met. However, if the language centres cannot provide the preferred type of accommodation, that does not constitute a case for reimbursement. <b>Host families:</b> Liden & Denz confirms home stay and shared flat accommodation three weeks prior to the course start date (immediately - if enrolling later). If required, host-family change can be organised after arrival, but only on weekends. If a change is required immediately, extra fees will apply (equivalent to one week accommodation costs). <b>Shared flats:</b> Please note that an arrival transfer is compulsory (required for key handover and instructions). <b>Private apartments:</b> Apartments are selected prior to arrival according to the information sent by e-mail. If necessary, an apartment can be changed after arrival but not earlier than one full week after arrival date. The apartment change handling fee is €200. In case of cancellation less than two weeks prior to the arrival date we will charge a cancellation fee of up to €500 (depending on the period of stay and the apartment price).
<b>Change of programme</b>	Liden & Denz reserves the right to change the programme in an appropriate way in case of riots, strikes, war or other events of <b>force majeure</b> . The language centres cannot be held responsible for changes occurring as a result of these events.
<b>Public Holidays 2014</b>	Russian public holidays: JAN 1, 2, 7; FEB 23; MAR 8; MAY 1,9; JUN 12; NOV 4. Latvian public holidays: JAN 1; APR 18, 21; MAY 1, 4; JUN 23, 24; NOV 18; DEC 24, 25, 26, 31. <b>No lessons are held on these days. Compensation is only provided for One-to-one Courses.</b>

**Please note that this enrolment is binding (subject to the terms of cancellation). With your signature you agree to the general terms of participation. All data will be treated confidentially. However, some will be forwarded to the Immigration authorities.**

Date \_\_\_\_\_

Signature (for minors, legal guardian) \_\_\_\_\_