



## CALENDAR 2011

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

  

May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

  

September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		
							31																				

## DATES 2011

### STANDARD AND INTENSIVE GROUP COURSES, ACADEMIC YEAR COURSES, LANGUAGE PLUS MODULES

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
10*	7*	7*	4*	2*, 16	13*	11*	8*	5*	3, 17*	14*	12*
24	21	21	18	30*	27*	25*	22*	19*	31	28	

\*Dates on which beginners can start; Beginners should be familiar with the Cyrillic alphabet.

All Group Courses end on Friday, 23 December 2011. Academic Year Courses resume on Monday, 9 January 2012.

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

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

Start dates for all levels. 10 May is Tuesday, 9 May is a public holiday. All One-to-One Courses end on Friday, 23 December 2011.

## PRICES 2011 (IN EURO)

### STANDARD AND INTENSIVE GROUP COURSES

Course type	Lessons per week	Course length	Fee per week from 10.01 to 29.05.11 and from 19.09 to 23.12.11	High season supplement per week from 30.05 to 18.09.11
Standard course	20	2 - 7 weeks	€270	+ € 60
		8 - 11 weeks	€240	
		12-23 weeks	€225	
		24+ weeks	€173	
Intensive course	25	2 - 7 weeks	€345	+ € 60
		8 - 11 weeks	€310	
		12-23 weeks	€290	
		24+ weeks	€230	
				No high season supplement

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

**Please note:** Minimum course length is two weeks. Any programme combining both 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 types	Lessons per week	Course length	Fee per week from 10.01 to 29.05.11 and from 19.09 to 23.12.11	High season supplement per week from 30.05 to 18.09.11
Leisure	15	1-2 weeks	€565	+ € 120
		3+ weeks	€500	
Standard (in school or Total Immersion)	20	1-2 weeks	€735	
		3+ weeks	€645	
Intensive	30	1-2 weeks	€1095	
		3+ weeks	€960	
Crash	40	1-2 weeks	€1455	
		3+ weeks	€1275	
Additional lesson			€46	

**Fees include:** Tuition, assessment test, needs analysis, teaching materials, course certificate, guided city-tour, free access to the Internet.  
**Additional lessons** can be booked as a supplement to either Group or One-to-one Courses.



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 Literature	A2			
Russian Music	B2			
ONE-TO-ONE MODULES				
Lessons 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
<b>Fees include:</b> Tuition, teaching materials. <b>Please note:</b> 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.				
TRKI EXAM FEES				
TEU , TBU		TRKI 1, TRKI 2, TRKI 3, TRKI 4		
€125		€150		
<b>TEU, TBU and TRKI tests</b> are Russian State exams which can be taken at our centres in St.Petersburg and Moscow year round. Each exam normally takes 2 days and consists of 5 subtests (components).				
ACCOMMODATION				
Accommodation type	Fee per week		Fee per additional day	
	St.Petersburg	Moscow	St.Petersburg	Moscow
Host family, single room, breakfast only	€160	€190	5 or more additional days = 1 week	
			+ € 35	+ € 42
Host family, single room, half board (full board on weekends)	€190	€220	5 or more additional days = 1 week	
			+ € 42	+ € 45
Friend or partner sharing room with the student	€190	€220	5 or more additional days = 1 week	
			+ € 42	+ € 45
Shared flat, single room, no board	€190	€220	1 or more additional days = 1 week	
			+ € 190	+ € 220
Private apartment (on request)	handling fee for renting a private apartment is € 200			
Hotel	request hotel pricelist			
<b>Fee includes:</b> accommodation services, arrival transfer (for course participants). <b>Arrival transfers</b> are organised from any <b>airport</b> or <b>railway station</b> in both cities. <b>Departure transfers</b> can be booked separately. <b>Additional charges:</b> accommodation in host families and shared flats is calculated from Sunday to Sunday. Arrival day <b>MUST</b> 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	
	Airports	Railway stations, Sea/Bus Terminals	Airports	Railway stations, Sea/Bus Terminals
	€50	€35	€65	€35
<b>Enrolment fee</b> for programmes of up to 4 weeks			€90	
<b>Enrolment fee</b> for programmes longer than 4 weeks			€120	
<b>Enrolment fee</b> includes course inscription and Russian visa registration. <b>All Russian visas must be registered within 3 days upon arrival in Russia.</b>				
<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				
Placement fee is charged for work placement and should be paid together with course fees.			€250	



## LIDEN & DENZ ENROLMENT FORM

PERSONAL DETAILS					
Family Name _____	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 pricelist for exact dates)					
Course type	Place of study	Number of lessons/week		From (DD/MM/YY)	Length (weeks)
<input type="checkbox"/> Group Standard	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	20		___/___/___	___
<input type="checkbox"/> Group Intensive	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	25		___/___/___	___
<input type="checkbox"/> One-to-One	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	_____		___/___/___	___
<input type="checkbox"/> Total Immersion Course	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	20		___/___/___	___
<input type="checkbox"/> Academic Year Course	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	<input type="checkbox"/> 20	<input type="checkbox"/> 25	___/___/___	___
<input type="checkbox"/> Additional modules (1 module = 5 lessons)	<input type="checkbox"/> Business Russian _____	_____ modules		___/___/___	___
	<input type="checkbox"/> Russian Literature _____				
	<input type="checkbox"/> Russian Music _____				
	<input type="checkbox"/> One-to-one (incl TRKI)				
Mother tongue _____ Other languages _____					
How do you assess your level of Russian (please refer to our level descriptions in our main brochure)?					
<input type="checkbox"/> A1-Beginner <input type="checkbox"/> A2-Elementary <input type="checkbox"/> B1-Intermediate <input type="checkbox"/> B2-Upper-intermediate <input type="checkbox"/> C1-Advanced					
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					
Accommodation type	Place of study	Requirements/Comments		From (DD/MM/YY)	Length (weeks)
<input type="checkbox"/> Host Family	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	_____		___/___/___	___
<input type="checkbox"/> Shared flat	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	_____		___/___/___	___
<input type="checkbox"/> Hotel	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	_____		___/___/___	___
<input type="checkbox"/> Private apartment	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	_____		___/___/___	___
<input type="checkbox"/> Accommodation organised independently	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	_____		___/___/___	___
<input type="checkbox"/> Transfer services required	<input type="checkbox"/> St. Petersburg <input type="checkbox"/> Moscow	Details: _____			___
VISA RELATED DETAILS (all participants MUST have a valid Russian visa)					
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 _____					
<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 Russian consular authorities.</b>					
Date _____					
Signature (for minors legal guardian) _____					



## 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 at Liden & Denz or our booking agent.
<b>Booking deadlines</b>	For all short-term courses (up to 4 weeks) the booking deadline is <b>3 weeks</b> . For all long-term courses (5 weeks and more) enrolments should reach us at least <b>8 weeks</b> prior to arrival. This will ensure that all students receive their visa on time.
<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 <b>an 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 the 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>Arrival and beginning of tuition</b>	Arrival day is <b>Sunday!</b> All courses start on Monday. 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>	Until 30 days prior to the beginning of the course – 10%, until 10 days – 25%. 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 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 an 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. We do all we can to ensure that students' requirements are met. However, the fact that the language centres could not provide the type of accommodation preferred does not constitute a case for reimbursement.
<b>Accommodation</b>	<b>Host families:</b> Liden & Denz confirms home stay and shared flat accommodation three weeks prior to the course start date. 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 a pickup 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. 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 2011</b>	Our language centres are closed on the following public holidays: JAN 1, 2, 7; FEB 23; MAR 8; MAY 1, 9; JUN 12; NOV 4. <b>No lessons are held on these days.</b> <b>Compensation is only provided for One-to-one Courses.</b>
<b>Place of jurisdiction</b>	St.Petersburg, Russia.