LIDEN & DENZ ENROLMENT FORM ERASMUS+ PROGRAMMES

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| **PARTICIPANT PERSONAL DETAILS** |
| Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex \_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip/City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel.(day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel.(evening) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Who to contact in case of emergency during your stay in Latvia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **COURSE DETAILS (check price list for exact dates)** |
| Course type |  **Number of lessons/ hours week** | **From (DD/MM/YY)** | **Length (weeks)** |
| EPR1 | 25 lessons/ 21 hrs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_\_\_ |
|  EPR 2 | 27 lessons/ 23 hours  | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_\_\_ |
|  EPR 3 | 25 lessons / 21 hours | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_\_\_ |
|  EPR 4 | 35 Lessons / 29 hours | \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_\_\_ |
| Mother tongue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other languages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How do you assess your level of Russian? (please refer to our level descriptions in the brochure or on the website)🞏 A0-Beginner 🞏 A1-Elementary 🞏 A2-Pre-Intermediate 🞏 B1-Intermediate 🞏 B2-Upper-intermediate 🞏 C1-AdvancedPrevious Russian language courses – Please indicate year of study, place of study, course length and course intensity (lessons/week): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ACCOMMODATION DETAILS** |
| **Accommodation type** | **Requirements/Comments** | **From (DD/MM/YY)** | **Length (weeks)** |
|  Host Family |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
|  Shared flat |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
|  Hotel |  | \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |
|  Transfer services required  | Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **We, the undersigned:** Accept all the conditions of stay as described in the Liden & Denz web site, the PDF Course Description, the Dates and Fees List and the **Important Information & Terms of Participation** below.Agree to abide by the rules of Liden & Denz Riga Confirm that permission to be absent for the course period above has been granted. Confirm that the Russian language level given on page 1 is a reasonable assessment of the participant’s level. Accept that Liden & Denz Riga reserves the right to alter the course in the case of discrepancies affecting course participation and outcomes, including re-directing to a course other than the one chosen. Undertake to pay the course and, if applicable, accommodation fees in advance of course commencement in accordance with the exact conditions of payment, including cancellation and refunds. Undertake to arrange travel insurance for the participant, to include cancellation & medical repatriation. **PARTICIPANT** as aboveName(s) Signature: ………………………………………  Date: ……………………………….**AUTHORISATION by Head Teacher or other person signing on behalf of your school:**Full Name: ……………………………………………………….. Signature: ………………………………………………………..Position: ……………………………………………………….. Date / Stamp: …………………………………………………………School Director or Equivalent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**IMPORTANT INFORMATION AND TERMS OF PARTICIPATION**

Please fill out the enrolment form 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. Please complete the Needs Analysis and send with this Enrolment Form

**Booking deadlines**

For those requiring a visa to Latvia: the booking deadline is 3 weeks prior to arrival for courses

in our Riga centre.

**Terms of payment** Payment of the total amount (including enrolment fee) is to be settled no later than 30 days prior

to the course starting date (immediately if enrolling later) by bank transfer.

**Latvian visa and residence permit**

Latvia is a Schengen country: most students will travel visa-free.

Those 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. You are

advised to check visa policies and costs in the nearest Latvian consulate.

**Programme cancellation** 30-10 days prior to the expected arrival date – 10%, less than 10 days – 25%.

**Programme interruption and penalties**

Must be communicated in written form at least 15 days in advance. Under no circumstances has

the participant the right to reclaim the total fee. A partial reimbursement is at the discretion of

Liden & Denz.

**Late arrival or absences during the programme**

…..for which Liden & Denz cannot be held responsible, will not be reimbursed. Absences cannot be

compensated through additional lessons.

**Insurance cover**

Participants are asked to check their personal insurance protection including medical repatriation 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 advise our clients an international insurer (on

request).

**Course Cancellation**

If Liden & Denz has to cancel a course for lack of participants at a particular level, the participant

will receive one-to-one tuition with 75% of booked lessons during the same period of

time. Under no circumstances will the participant receive a refund of the fee.

**Accommodation**

We do all we can to ensure that participants’ requirements are met. However, if we cannot provide

the preferred type of accommodation, that does not constitute a case for reimbursement.

**Host families**: 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).

**Shared flats**: Please note that an arrival transfer is compulsory (required for key handover and

instructions).

Damage deposit: A deposit of 200€ is secured on arrival at the school, by freezing that amount

in your account. On your departure, followed by an inspection of your apartment, we will unblock

the deposit money the next working day. Costs incurred by damage, breakage or loss will be

deducted from your deposit.

**Private apartments**: 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€.

**Force Majeure - Change of programme**

Liden & Denz reserves the right to change the programme in an appropriate way in case of riots,

strikes, war or other events of force majeure. The language centres cannot be held responsible

for changes occurring as a result of these events.

**Latvian Public Holidays 2018**

JAN 1; MAR 30; APR 2,30; MAY 1,4; JUN 23, 24; NOV 19; DEC 24, 25,26, 31. No lessons are held on these days. Compensation is only provided for One-to-one Courses