

**Autonomous Non-Profit Organization General Education  
INTERNATIONAL SCHOOL OF HERZEN UNIVERSITY**

**Principal's Office Contact Details:**

Russia, 191025, Saint Petersburg, ul. Vosstaniya, 8, auxiliary building Б

Tel. +7(812) 275-7684; 275-6716 Fax +7(812) 275-5610

E-mail: school@interschool.ru [www.interschool.ru](http://www.interschool.ru)

**CONTRACT**

**for Educational Services of the International School of Herzen University**

**Saint Petersburg**

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ г.

Autonomous Non-Profit Organization – General Education International School of Herzen University, hereinafter referred to as the “**Contractor**”, acting under the License No. 1625 dated December 15, 2015 (series 78JIO2 No. 0000554) issued by the Committee for Education of Saint Petersburg for an indefinite period, and the Certificate of State Accreditation No. 1231 dated December 15, 2015 (series 78A01 No. 0000668) issued by the Committee for Education of Saint Petersburg for the period up to February 27, 2027, represented by its **Principal Liliya Bronislavovna Lapteva**, acting under the Charter, as one party, and \_\_\_\_\_

*(Customer's surname, name, patronymic)*

or \_\_\_\_\_

*(name of enterprise, organization)*

represented by \_\_\_\_\_,

*(position, surname, name, patronymic)*

hereinafter referred to as the “**Customer**”, on the other party, have entered into this Contract with the following agreement:

**1. SUBJECT OF THE CONTRACT**

1.1 The Contractor provides a Student \_\_\_\_\_

*(surname, name)*

with educational services, and the Customer pays for these services in accordance with additional general educational programmes, the list (kinds) of which as well as the price and terms of payment are provided in appendices, which are the integral parts of the contract.

1.2. The list (kinds) of educational services as well as terms of payment may be altered during the term of the contract on the parties' agreement.

1.3. The form of education is full-time.

1.4. The provision of educational services shall be carried out by the International School of Herzen University, located at: **Saint Petersburg, ul. Vosstaniya, 8, letter Б**

1.5. This Contract shall enter into force on \_\_\_\_\_ and shall be valid until \_\_\_\_\_. This agreement may be altered or prolonged by signing the Supplemental Agreement by the parties.

1.6. The Contractor, after consultation with the Customer, may render other educational and related services at the expense of the Customer.

**2. RIGHTS & OBLIGATIONS OF THE PARTIES**

**2.1. The Contractor shall:**

2.1.1. Arrange and carry out implementation of the educational services provided for in section 1 of this contract, the Contractor independently determines the procedure for the provision of paid educational services, draws up a curriculum and class schedule, compliance with which is mandatory for the Customer and the Student

2.1.2. Provide premises for classes that meet sanitary and hygienic requirements, as well as the necessary equipment (equipment), the properties and qualities of which meet the regulatory requirements established by the standards of the educational process

2.1.3. During the provision of educational services (classes), show respect for the Student's personality, protect him / her from all forms of physical and psychological violence, provide conditions for

strengthening the moral, physical and psychological health, emotional well-being of the Student, taking into account his/ her individual characteristics

2.1.4. To notify the Customer of the inappropriateness of providing the Student with educational services in the amount provided for in section 1 of this Contract, due to its individual characteristics that make it impossible or pedagogically inappropriate to provide these services

2.1.5. Provide (upon the Agreement of the parties) other educational services agreed upon with the Contractor (lessons with a Speech Therapist and Psychologist, additional lessons, including homework, etc.)

2.1.6. Upon successful completion of the education, award the Student with the International Baccalaureate Diploma (hereinafter referred to as the IB Diploma) or the International Baccalaureate Course Certificate (hereinafter referred to as the IB Course Certificate) with the results of the subject exams for subjects included into the IB Diploma Programme. The IB Diploma is issued by the International Baccalaureate organization.

2.1.7. Provide safe conditions for life and health during the educational process and leisure time in the school's protected area

2.1.8. Assume obligations to arrange meals for the Student in accordance with the requirements of the current legislation of the Russian Federation

2.1.9. Provide the Customer with information regarding the provision of paid educational services in the manner and to the extent prescribed by the current legislation of the Russian Federation

2.1.10. Inform the Customer about the progress and content of the educational process

## **2.2. The Contractor has the right to:**

2.2.1. Be entitled to independently carry out the educational process, to establish grading systems, forms, procedure and frequency of intermediate assessment of the Student

2.2.2. Be entitled to apply incentive measures and disciplinary sanctions to the Student in accordance with the laws of the Russian Federation, the constituent documents of the Contractor, this Contract and the local regulations of the Contractor

2.2.3. Submit requirements to the Customer and the Student related to the educational process and internal routine, to monitor the implementation of their requirements;

2.2.4. Terminate this contract unilaterally on the basis of the provisions of clause 7.7, clause 2.1.4. of the actual Contract.

## **2.3. The Customer shall:**

2.3.1. Ensure compliance with the requirements of the Student, including: attending classes provided for in the class schedule and curriculum, completing tasks to prepare for classes, observing the internal rules established by the Contractor, showing respect for teachers, administrators and technical personnel of the Contractor, etc. .;

2.3.2. Notify the Contractor of the reasons for the absence of the Student in the classroom

2.3.3. To ensure respect for the property of the Contractor to the Students.

2.3.4. To ensure that the Student attends other educational events organized at the International School of Herzen University (assemblies, psychological tests and trainings, psychological and pedagogical intellectual games, etc.) in accordance with their schedule

2.3.5. Ensure and assume responsibility for compliance by the Student with the legislative and legal acts of the Russian Federation, discipline and the Internal Rules of Conduct of the International School of Herzen University as prescribed in Appendices 2, 3 to this Contract, as well as act as a defendant in cases stipulated by law if the Student causes harm to the health of other students or in the event of his/her other illegal actions

2.3.6. Compensate without contestation within one month pursuant to an issued invoice for financial damage/harm as recorded in a report prepared by the administration and caused intentionally by the Student to the premises, furniture, training resources, equipment or other property of the school, as well as to the property of third parties placed in the school;

2.3.7. Timely pay for training and other services specified above in accordance with Appendix 1 of this agreement and the individual curriculum, as well as provide the Contractor with payment documents confirming such payment

2.3.8. Do not allow students to attend school if they detect infectious diseases that pose a threat of infection to other students and staff.

2.3.9. When skipping classes for Students with illness, present a certificate from a doctor according to the current SanPin (Sanitary Regulations and Standards), on the first school day after illness

2.3.10. Annually submit to the Contractor's medical office a certificate of examination for tuberculosis (Mantoux test, or quantiferon test, or diaskin test), and after 15 years - a certificate of fluorographic examination in accordance with the current legislation of the Russian Federation

2.3.11. Annually submit to the medical office of the Contractor the results of preventive medical examinations of the Student in accordance with the current Orders of the Ministry of Health of the Russian Federation

2.3.12. Consent to conduct medical examinations of the student (barrier examinations after each vacation; measuring weight, height, chest circumference; measuring blood pressure; determining visual acuity; examinations before vaccination and staging R. Mantoux) (according to the provisions of the current legislation of the Russian Federation).

2.3.13. Within a reasonable time, but not less than 1 calendar month before the termination, notify the Contractor in writing of the termination of the contract.

2.3.14. Provide the school with the necessary personal data of the Student for the purpose of their further processing, namely, entering them into the Unified Integrated Information System (EKIS), subject to the provisions of Article 6 of this Agreement.

#### **2.4. The Customer has the right to:**

2.4.1. Receive information in the amount established by the Contractor on the organization and material support of services provided for in Section 1 of this agreement, the educational activities of the Contractor and the prospects for its development;

2.4.2. Receive information about academic performance, behavior, the student's attitude to study and his abilities in certain subjects of the curriculum.

2.4.3. The student is also entitled to: receive information from the Contractor on the activities of the educational institution, organization and provision of the proper provision of paid educational services; receive complete and reliable information about the assessment of their knowledge, skills, competencies, as well as the criteria for this assessment; during classes provided by the schedule and curriculum, use the Contractor's property necessary for mastering the IB Diploma programme.

### **3. EDUCATIONAL PROCESS ORGANIZATION**

3.1. The period of study for the IB Diploma programme at the International School of the University of Herzen is divided into two half-years. Training sessions are carried out according to the five-day working week scheme as a combination of lessons, homework, independent work, consultations, tests, tests and exams in various school disciplines determined by the IB Diploma programme and the curriculum.

3.2. The daily start of the first lessons is 9 a.m. The duration of any lessons is 1 school academic hour. Breaks between lessons are of 10-20 minutes in duration in accordance with the schedule.

3.3. The educational process, in addition to classes, includes mandatory educational activities of a school, group and individual nature, conducted by the Contractor.

3.4. In the academic year, the educational process begins on September 1 of the corresponding year and lasts 9 (nine) months.

3.5. Classes are not carried out on public holidays and holidays, the list of which is fixed by the regulatory acts of the Russian Federation, as well as during periods of school holidays

3.6. The schedule of studies is compiled on the basis of the requirements of sanitary standards, the curriculum for the current year, the internal labor regulations, and the charter of the school. The lesson schedule is the main document in accordance with which the educational process is carried out. During the year, the schedule can be adjusted (individually and by class) due to the illness of teachers, officially declared epidemics, quarantines, and for other good reasons.

3.7. The schedule of studies is compiled on the basis of the requirements of sanitary standards, the curriculum for the current year, the internal labor regulations, and the charter of the school. The lesson schedule is the main document in accordance with which the educational process is carried out. During the year, the schedule can be adjusted (individually and by class) due to the illness of teachers, officially declared epidemics, quarantines, and for other good reasons.

### **4. COST OF TRAINING AND PAYMENT PROCEDURE**

4.1. The cost of educational services provided by the Contractor is indicated in the appendix (s) to this agreement. In the event that several applications are executed during the course of this agreement, the total cost of services is determined as the sum of the costs indicated in each current application.

- 4.2. Payment under the contract is made in the form of prepayment in accordance with the payment period specified in the appendix (s) to the contract, depending on the type and type of service provided, by transferring funds to the account of the Contractor or in cash at the cash desk of the Contractor
- 4.3. The day of payment is the day the funds are credited to the account of the Contractor.
- 4.4. The academic year for the purpose of paying tuition is divided into 9 (September - May) averaged and equal in terms of paying calendar months, not depending on the actual number of working days in each of them. Payment under contracts concluded for a period not multiple of one full month is made on the basis of an average calculation of the actual period of study in an incomplete month.
- 4.5. The full cost of training is determined on the basis of the price list (Appendix No. 1 to this agreement). The Contractor reserves the right to unilaterally adjust the price list during the academic year (Appendix No. 1 to this agreement) within the growth of the officially published inflation rate provided for by the main characteristics of the federal budget for the next financial year and planning period. At the same time, the updated price list of the cost of training with the date of its entry into force is transmitted by the Contractor to the Customer (directly, by mail, by e-mail) and is recognized as an annex to this agreement.
- 4.6. The cost of training per month under this Agreement and the cost of training for the year are indicated in the Individual Educational Pathway (Appendix No. 4), as an integral part of this Agreement. In case of a change in the Diploma program, a new Individual Educational Pathway is signed.
- 4.7. The total cost of paid educational services under the Agreement is determined based on the cost of paid educational services per month and the number of calendar months during which paid educational services were provided on the basis of the Agreement, as well as the conditions of Appendix No. 2 to the Agreement.
- 4.8. Tuition fees are paid in advance, on a monthly basis, before the 1st day of the paid month (in December no later than the 27th day) or no later than three business days before the start of classes in case of concluding an agreement within a month or no later than three business days from the date of conclusion of the Supplemental Extension Agreement training for a new term.
- 4.9. Additional services according to Appendix No. 1 to the contract are paid by the Customer additionally upon the fact of their provision in full, excluding payment benefits.
- 4.10. In case of violation by the Customer of the payment procedure specified in paragraphs. 4.2 - 4.8 of this agreement, the Contractor has the right to charge the Customer a penalty in the amount of 1% of the amount overdue for payment for each day of delay in payment. If the payment is delayed in the last quarter of the current academic year, continuing education is not guaranteed, maintaining a seat is not guaranteed, and the vacated seat is offered for an external competition by a third party
- 4.11. If classes are missed for a reason not related to the Student's illness, the tuition fee is not recalculated provided that additional consultations are provided, assistance in homework (full-time, part-time, part-time, in absentia) is made up to fill in the IB Diploma programme passes (the absence of the student must be confirmed by the parents or legal representatives). At the time of skipping classes for a good reason, the Student will retain a place and guarantee assistance in mastering the missed material. Starting from the sixth school day of skipping classes due to illness confirmed by official medical documents, 50% of the previously paid funds are set off in the next training period, the remaining 50% are the costs of the Contractor associated with the fulfillment of obligations under this Agreement.
- 4.12. Tuition and other services are paid by wire transfer to the account of the Contractor or in cash at the cash desk of the Contractor.

## **5. PARENT'S CONSENT TO THE PROCESSING OF PERSONAL DATA OF THE STUDENT AND THE PARENT**

- 5.1. By signing this Contract, the Customer gives consent to the processing by the School of the personal data of the Student and the Customer (hereinafter referred to as the Consent), which include:
- Student's birth certificate details;
  - Customer's passport details;
  - Student's passport details upon the attainment of the age of 14 years;
  - Student's residence address;
  - Student's personal file data;
  - Student's medical record data;
  - other information.
- 5.2. The Customer agrees to the use of the above personal data in order:
- to ensure the educational process of the Student;
  - to provide medical services;

- to gather statistics

5.3. This Consent shall be granted to take actions regarding the personal data that are necessary to achieve the above goals, including data collection, systematization, accumulation, storage, clarification (update, change), use (including transfer to third parties, the Committee for Education of Saint Petersburg, district medical institutions, military registration and enlistment offices, police departments, etc.), as well as to implement other actions with my personal data as stipulated by the current laws of the Russian Federation. I am informed that the International School of Herzen University will process personal data both in a manual and in an automated way of processing.

5.4. The school guarantees that the processing of personal data is carried out in accordance with the current laws of the Russian Federation

5.5. The Customer also gives consent to taking of photo and video materials of the Student by the School during his/her stay at the School, as well as outside the School during various school events. Such photo and video materials shall be the property of the School. This Consent may be withdrawn at the written request of the Customer.

## **6. TERM OF THE CONTRACT**

6.1. This Contract shall come into force from the moment of its signing by the last of the two parties, and is made in two copies having equal legal force, one copy for each of the parties.

All financial obligations assumed by the parties until the termination or expiration of the contract remain in force until they are fully performed in full.

6.2. This Contract presumes cooperation up to the graduation with a guarantee of out-of-competition admission of the Student, who previously studied continuously at the Contractor's school, to each next level of the Diploma programme.

6.3. The implementation of Clause 6.2 of this Contract shall be carried out by concluding an agreement for the continuation of studies in accordance with the procedure set forth in Clause 7.1 of this Contract.

6.4. If the Customer has no written claims, the Contract shall be terminated by the Contractor at the end of its term (Clause 1. 2. of this Contract) or after the actual graduation.

## **7. SIGNING OF THE CONTRACT, AMENDMENT, TERMINATION OF THE CONTRACT, AND DISPUTE RESOLUTION**

7.1. This Contract may be signed provided that there is a vacant place at any time and for any period of the educational process that does not exceed one school year. For the purpose of continuing education, a vacant place is guaranteed for the students who previously studied at the International School of Herzen University subject to the signing of an educational contract for the period after the summer vacations no later than the 1<sup>st</sup> day of June in each year.

7.2. Any amendments and additions to this Contract shall be considered to be valid if they are made in writing and signed by the contracting parties.

7.3. This Contract may be terminated for the following reasons:

7.3.1. As agreed by the parties pursuant to a written application from the Customer;

7.3.2. Force majeure circumstances recorded by the parties

7.3.3. Student's state of health

7.3.4. Systematic poor progress of the Student or his/her gross violations of discipline

7.3.5. Violation of the terms and conditions of the Contract.

7.4. In the event of termination of the Contract for the reasons stated in Clauses 7.3.1 – 7.3.3 of this Contract, the Contractor shall return to the Customer the funds paid for the period starting on the 1<sup>st</sup> day of the month following the month in which the Contract was terminated.

7.5. In case of termination of the Contract at the initiative of the Customer before the commencement of educational classes in the current school year (Clause 3.4 of the Contract), the advance payment for the tuition fee shall be refunded

7.6. This Contract may be terminated at the initiative of the Contractor uncontestedly and unilaterally in cases stipulated in the current legislation of the Russian Federation.

7.7. This Contract may be terminated by the Contractor uncontestedly and unilaterally in the event of termination of the Contract for the reasons stated in the Clause 2.1.4. of this Contract, as well as if the proper fulfilment of obligations to render services has become impossible due to the actions (omissions) of the Student.

7.8. The date of termination of the contract on the grounds specified in clause 7.7 is the day the Contractor makes a decision to unilaterally refuse to fulfill the contract by sending a corresponding notification (by phone, e-mail, etc. by available means).

7.9. The student and / or the Customer has the right to refuse to execute this Agreement subject to payment to the Contractor of the expenses actually incurred by him, related to the fulfillment of obligations under the Agreement, as well as payment of all fines and penalties under the Agreement.

7.10. Disagreements not specified in this contract are resolved in accordance with applicable law.

7.11. The disputes not specified in this Contract shall be resolved in accordance with applicable laws.

7.12. By signing this Contract, the Customer confirms that they have read and understood the Charter of the Contractor, the License for Educational Activities, the educational programmes and other documents regulating the organization and implementation of educational activities, the rights and obligations of students.

7.13. Payment of the next month of education is an unconditional confirmation of the proper provision of services for the previous month under this agreement in full and the Customer has no complaints against the Contractor.

## 8. DETAILS OF THE PARTIES

### 8.1. Contractor:

Autonomous Non-Profit Organization – General Education International School of Herzen University

#### Address:

Russian Federation, 191025, Saint Petersburg, ulitsa Vosstaniya, house 8, letter B,  
INN 7841030422, KPP 784101001, OGRN 1157800005065, OKTMO 40910000

#### Bank details for payments in rubles:

Settlement account 40703810328000000319 with OPERU-4 Branch of VTB Bank (PJSC) in Saint Petersburg, BIK 044030704

Correspondent account 30101810200000000704

### 8.2. Customer:

**Surname, name, patronymic**

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**Citizenship**

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**Passport details** No. \_\_\_\_\_ date of issue \_\_\_\_\_

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(issuing authority)

**Address** \_\_\_\_\_

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**Email** \_\_\_\_\_

**Contact telephone numbers** \_\_\_\_\_

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## 10. SIGNATURES OF THE PARTIES

**Contractor:**

\_\_\_\_\_/ L.B. Lapteva /

(Signature)

**Customer:**

\_\_\_\_\_/ \_\_\_\_\_/

(Signature)

(Full name)

« \_\_ » \_\_\_\_\_ **20** \_\_\_\_\_

« \_\_ » \_\_\_\_\_ **20** \_\_\_\_\_

**Appendix No. 1**  
**to the Contract for IB Diploma Programme education**  
**at the International School of Herzen University**  
**dated \_\_\_\_\_**

**PRICE LIST**

**1.1. Entrance interview:**

1.1.1 Entrance interview for the IB Diploma programme **10 000 rubles**

**1.2. Education with the IB Diploma programme**

1.2.1. The cost in rubles of the average month of study for the IB Diploma programme in school study groups

**Grade 10** **140 000 rubles / month.**

**Grade 11** **140 000 rubles / month**

**1.3. Note**

The tuition fee specified in Clause 1.2, in addition to payment for classroom lessons, consultations, examinations shall include payment for the basic services related to training:

- current consultations with a Speech Therapist and Psychologist for students and parents as part of the curriculum;
- provision of photocopies;
- participation in study tours and other training and educational events;
- use of the transport provided by the school during compulsory study tours, visiting museums, laboratory classes, etc.;
- use of any premises and equipment of the school.

**1.4. The tuition fee stated in Clauses 1.1 - 1. 3 of Appendix No. 1 is indicated without VAT (VAT is not imposed in accordance with Clause 2.14 of Article 149 of the Tax Code of the Russian Federation).**

**Contractor:**

\_\_\_\_\_ / L.B. Lapteva /  
(Signature)

**Customer:**

\_\_\_\_\_ / \_\_\_\_\_ /  
(Signature) (Full name)

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(Signature) (Full name)

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## **Internal Rules of Conduct**

### **1. General Provisions**

- ❖ These Rules stipulate the standards of conduct for the students of the International School of Herzen University and the Saint Petersburg International School (hereinafter referred to as the School) in the building and area of the School, as well as during the events held by the School outside its area.
- ❖ These Rules are binding on all students of the School.
- ❖ These Rules shall be communicated to each student, parents and posted for review.
- ❖ The issues related to the application of these Rules shall be regulated by class teachers, the administrator on duty or the administration of the School.

### **2. Rights and Obligations of Students**

#### **2.1. The students of the School shall have the right:**

- ❖ To the respect of their human dignity;
- ❖ To apply to the School staff regarding all questions about the activities of the School;
- ❖ To obtain complete and reliable information about the assessment of their knowledge, skills, other educational achievements, as well as the criteria for such assessment;
- ❖ To use the property of the School (including study books, the Internet) for their educational process;
- ❖ To take part in the social and cultural, recreational and other activities of the School.

#### **2.2. The students of the School are obliged:**

- ❖ To study in good faith;
- ❖ To do their homework on time and in full;
- ❖ To systematically complete their planner and present it to their parents for signing;
- ❖ In the case of missing classes due to illness, to submit a medical certificate;
- ❖ In the case of missing classes for family reasons or for any other good reason, to submit a statement from their parents;
- ❖ To observe the School's daily schedule;
- ❖ To follow the orders of teachers and other authorized employees of the School;
- ❖ To maintain cleanliness and order in the School;
- ❖ To take good care of school property and equipment, textbooks and library books, to maintain cleanliness in classrooms and other premises in the school, not to bring food and drinks into the classroom;
- ❖ To leave outdoor clothing, headwear, outdoor footwear in the places designated for such purposes;
- ❖ Not to leave valuable things and money unattended (including telephones, players, cameras, laptops and other devices);
- ❖ To comply with all safety regulations and fire safety regulations;
- ❖ To observe the rules of conduct in the school minibus and during field trips;
- ❖ To respect teachers, tutors, other employees and students of the School;
- ❖ To be polite and friendly, be tactful in communicating with students and school staff, with school visitors;
- ❖ To provide assistance to the younger and all who need it;
- ❖ To adhere to the school's professional style in dress, to have school shoes;

#### **2.3. The students of the School are forbidden:**

- ❖ To miss classes for no good reason;
- ❖ To be late for classes;
- ❖ To leave the School without the permission of the administration;



❖ **To bring, distribute, store and use in the school territory or during school events any tobacco products, energy drinks, alcoholic beverages, narcotic and toxic substances, smoking and chewing blends of all types, spices, electronic cigarettes, pepper sprays, as well as any items that may be considered weapons or may be harmful to the health of others;**

- ❖ To perform any actions involving danger to others, to their own life and health;
- ❖ To act with bad manners;
- ❖ To use physical force to settle disputes;
- ❖ To talk rudely and use coarse language;
- ❖ To violate the rights and legitimate interests of other students and employees of the School.

### **3. Discipline During Lessons:**

#### **3.1. The students are obliged:**

❖ To take their places immediately after the bell and to prepare everything necessary for the lesson (there should be nothing extra on the student's school desk; the list of necessary things for each lesson is determined by the teacher), **to turn off their mobile phones;** to greet the teachers and other employees of the School while standing up from their desks at the start of the lesson;

❖ **During lessons, students are prohibited from using cellphones and other items not related to the lesson;**

❖ The procedure for classes (including the procedure for students' answers) shall be determined by each teacher at their sole discretion.

### **4. Liability**

#### **4.1. The following disciplinary sanctions may be applied to the student for the violation of these Rules (unless otherwise prescribed by law):**

- ❖ Warning;
- ❖ Notification of parents;
- ❖ Call to parents to come to the School;
- ❖ Reprimand;
- ❖ Expulsion from the School (termination of the Educational Services Contract).

**I have read and understood the Internal Rules of Conduct \_\_\_\_\_**

**Notes to the Internal Rules of Conduct for Students of the International School of Herzen University and the Saint Petersburg International School**

The students at the International School of Herzen University and the Saint Petersburg International School must adhere to the business style in clothing which is appropriate to the educational institution;

For young gentlemen

Dark suit; Slacks with a vest.  
In case of warm weather – a shirt with slacks.  
Slacks – with a belt or tight fit, ironed slacks.

For young ladies

Dark suit (including trouser suit);  
Skirt to the knee or 5-10 cm above or below the  
knee. Blouse with a jacket, cardigan or vest

**Acceptable**

- denim suit without jewellery;
- dark monochrome jeans (no “banana” and “pipe” jeans, no worn and frayed jeans; jeans without decorative or just holes; without ornaments in the form of rivets, strings, chains and pieces of iron and other items; without embroidery, lace and fringe) and a shirt;
- in case of cold weather – a warm sweater or knitted cardigan.

**Unacceptable**

- beachwear and beach-style clothes;
- untucked shirt, low-cut skirt and blouse, transparent clothing;
- bright makeup, tattoo on the body, metal items in the nose, lip, nostril;
- T-shirts of different colours and styles;
- shoes with heels more than 5 cm.

**School clothes should not distract from the principal activities – the lessons.**

**If the student comes to the school in clothes that do not match the business style, the school administration reserves the right to prevent him (her) from attending classes.**

**I have read and understood the Notes to the Internal Rules of Conduct \_\_\_\_\_**

**Appendix No. 4**  
**to the Contract for IB Diploma Programme education**  
**at the International School of Herzen University**  
**dated \_\_\_\_\_**

**Individual Educational Pathway**

Student's surname, name \_\_\_\_\_

Year of study \_\_\_\_\_ Academic year \_\_\_\_\_ **20** / **20** \_\_\_\_\_

	Group classes Grade _____.	Amount per month
	Subject	
	Total amount per month (average month)	

Total cost per month \_\_\_\_\_ ( \_\_\_\_\_ ) rubles

Total cost per year \_\_\_\_\_ ( \_\_\_\_\_ ) rubles

**Contractor:**

\_\_\_\_\_ / L.B. Lapteva /  
 (Signature)

**Customer:**

\_\_\_\_\_ / \_\_\_\_\_ /  
 (Signature) (Full name)

« \_\_\_\_\_ » \_\_\_\_\_ **20** \_\_\_\_\_

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**Distance Learning**

1. The customer, by signing the Contract, gives his consent to distance (remote) learning, in the event of a situation in which the Contractor will be forced, apart from his will, to provide educational services remotely (distance, online or remote learning).
2. Distance learning is carried out using distance educational technologies within the federal state requirements in accordance with the curricula, including individual ones, and the educational programs of the Contractor.
3. The performer has the right to independently determine the duration of the online lesson in each individual case, taking into account the requirements of sanitary norms and rules.
4. Services are provided through the provision by the Contractor of the Customer remote access to programme materials, educational information content and online conferences.
5. The customer, by signing the Contract, agrees that:
  - the distance learning service is similar to the service specified in section 1 of the Contract and is payable in full in accordance with the Contract;
  - distance learning during the period of circumstances not depending on the will of the parties is an entirely different way of providing educational services, determined by the Contractor unilaterally.
6. The Contractor guarantees the quality of training with the use of distance educational technologies, provided that the computer equipment and communication channels that the Customer will use correspond to or higher: windows vista / 7/8 operating system; mac os 10.5+; - Screen with a diagonal of 15 "; - Processor pentium 1 GHz; - RAM 512 MB; - Free disk space 200 mb; - The minimum horizontal resolution of the display is 1024 pixels; - The minimum vertical resolution of 768 pixels; - The color depth of the display is 16 bits (65536 colors); - Sound card 16 bit, compatible with os (for audio accompaniment); - Google Chrome browser version 26 and higher; IE 9.0 and higher; Safari (Mac) version 6.0; - Component Adobe Flash Player, version no lower than 9 (install from the Adobe site); - Speakers, headphones or a built-in speaker - in order to hear the voice of the teacher; - Requirements for communication channels: from 32 to 256 KBit / s (depending on the quality of the video - set in the settings). For a multilateral video conference - these indicators are multiplied by the number of simultaneously streamed video streams; - Speakers or headphones, a microphone, a web camera - to participate in a video conference.
7. The parties agreed to use the email addresses of the Customer and the Contractor school@interschool.ru to send any correspondence (contract, letters, claims, notifications, etc.) for the purpose of recognizing the exchange (sending and (or) receiving) of electronic documents proper.
8. The presence of electronic document management does not exclude the need to provide original documents signed by the parties.
9. The Customer confirms that the e-mail specified in the details is in constant access for him / her, checked by him / her for the presence of electronic messages at least once a day.
10. The date of transmission of the corresponding message shall be considered the day of sending the message by e-mail.
11. The responsibility for receiving messages and notifications in the above manner lies with the receiving party. The party that sent the message is not responsible for the delay in delivering the message if such a delay was a result of a malfunction of communication systems, actions / inaction of providers or other force majeure
12. The scanned copy of the Agreement has the same legal effect as the printed version. In the event of a dispute, all documents transmitted by e-mail are indisputable evidence in court.

**Contractor:**

\_\_\_\_\_ / L.B. Lapteva /  
(Signature)

**Customer:**

\_\_\_\_\_ / \_\_\_\_\_ /  
(Signature) (Full name)