

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

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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 undertakes to provide a minor (hereinafter referred to as the “**Student**”)

(surname, name, date of birth, mode and level of study)

with educational services, and the Customer undertakes to pay for these services:

(name of educational programme of primary general, basic general, secondary, general education)

according to the Federal State Educational Standard in accordance with the curriculum, including individual curriculum plans, and general educational programmes of the Contractor.

1.2. The provision of educational services shall be carried out by the International School of Herzen University, located at: **Saint Petersburg, ul. B. Morskaya, 23, and Saint Petersburg, ul. Vosstaniya, 8, letter Б.**

1.3. This Contract shall enter into force on _____ and shall be valid until _____.

This agreement may be prolonged by signing the Supplemental Agreement by the parties.

1.4. 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. Admit the Student to the International School of Herzen University or extend the term of study thereafter by concluding a contract for a new school year;

2.1.2. Arrange and carry out education, in accordance with the Customer's needs, in any of the Russian programmes of preparatory, primary general, basic general, secondary general education in accordance with the curriculum approved by the administration of the International School of Herzen University and coordinated with the Customer at the time of the signing of this Contract;

2.1.3. Carry out extended-day training as agreed by the parties, as well as provide at the request of the Customer other educational services agreed upon with the Contractor (lessons with a Speech Therapist and Psychologist, additional lessons, including homework, etc.);

2.1.4. Issue a certificate from the International School of Herzen University after the completion of any educational

programme containing academic achievement grades, and issue a relevant official document of education after the State assessment of the Student performed by the Contractor in relation to the level of Russian basic general or secondary general education;

- 2.1.5. Provide safe conditions for life and health during the educational process and leisure time in the school's protected area;
- 2.1.6. Assume obligations to arrange meals for the Student in accordance with the requirements of the current legislation of the Russian Federation;
- 2.1.7. 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;
- 2.1.8. Inform the Customer about the progress and content of the educational process, the student's educational programme for the current school year, which includes the indication of all subjects, the number of hours per week for each subject, as well as a list of additional classes. The educational programme is contained in the curriculum approved by the school administration, which is kept in the school and may be provided to the Customer for review.

2.2. **The Contractor rights:**

- 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.

2.3. **The Customer shall:**

- 2.3.1. Ensure the attendance by the Student of classes and other training and educational events (psychological tests and trainings, psychological and pedagogical intellectual games, etc.) organized at the International School of Herzen University in accordance with their schedule;
- 2.3.2. 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 Appendixs Nos. 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;
- 2.3.3. 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;
- 2.3.4. Timely payment of tuition and other services stipulated above in Clauses 2.3, 2.6. in accordance with Appendix No. 1 of this Contract and the Individual Curriculum, as well as provide the Contractor with payment documents confirming such payment;
- 2.3.5. Prevent the attendance by the Student of the school in case of detection of infectious diseases that pose a threat of infection to other students and staff. **Parents of all primary school-aged children shall provide the administration with certificates of enterobiasis and protozoa test before the commencement of the school year** (according to the current SaNPiN (Sanitary Regulations and Standards));
- 2.3.6. Submit a medical certificate if the Student misses classes due to illness (according to the current SaNPiN) on the first school day back after the illness;
- 2.3.7. Annually submit a certificate of examination for tuberculosis (Mantoux test, or quantiferon test, or diaskin test) to the Contractor's medical office, and a certificate of fluorographic examination after the attainment of the age of 15 years (according to the current legislation of the Russian Federation);
- 2.3.8. Annually present the results of the Student's preventive medical examinations to the Contractor's medical office (according to the Order of the Ministry of Health of the Russian Federation).
- 2.3.9. Give consent to the medical examinations of the Student (barrier examinations after all vacations; weight, height, chest circumference measurement; blood pressure measurement; eidoptometry; examinations before vaccination and R. Mantoux) (according to the current legislation of the Russian Federation).
- 2.3.10. Provide the school with the necessary personal data of the Student for the purpose of their further processing, namely, for their recording in the Unified Integrated Information System (UIIS), subject to the provisions of Article 6 of this Contract.

2.4. **The Customer rights:**

- 2.4.1. Be entitled to receive information from the Contractor regarding the organization and proper provision of the services stipulated in this Contract.

3. **EDUCATIONAL PROCESS ORGANIZATION**

- 3.1. A school year at the International School of Herzen University in relation to the educational process

organization is divided into two semesters and four quarters. Educational classes are carried out according to the five-day working week scheme as a combination of lessons, homework, individual work, consultations, tests, pass/fail examinations and examinations in various school disciplines determined by educational programmes and the curriculum.

- 3.2. The first lessons daily start at 9 a.m. The duration of any lessons is 1 school academic hour. Breaks between lessons are 10-20 minutes according to the timetable.
- 3.3. The educational process, in addition to educational classes, includes mandatory training and educational activities of a school, group and individual nature conducted by the Contractor.
- 3.4. The educational process in the school year shall commence on September 1, and terminate on August 31. Dates of intermediate assessment, dates of school vacations, participation in the state final assessment shall be determined according to the calendar schedule and documents of the Ministry of Education and Science of the Russian Federation.
- 3.5. No educational classes are carried out on weekends and public holidays, the list of which is fixed in the regulations of the Russian Federation, as well as during the periods of school vacations. Additional vacations are provided for the 1st year students (1-4 educational programme). Vacation periods are set pursuant to the Order of the Committee for Education of Saint Petersburg.
- 3.6. The working hours of preparatory classes, extended-day groups shall be provided to the Customer additionally when the latter selects the appropriate educational services.
- 3.7. The Student shall be granted academic rights in accordance with the current legislation of the Russian Federation. The Student is also entitled:
 - to use, in the manner stipulated by local regulations, the Contractor's property necessary for mastering the educational programme;
 - to obtain complete and reliable information about the assessment of his/her knowledge, abilities, skills and competencies, as well as the criteria for such assessment.
- 3.8. The timetable of educational classes shall be prepared pursuant to the requirements of sanitary standards, the Curriculum for the current year, the Internal Labour Regulations, and the Charter of the school. The timetable shall be the main document in accordance with which the educational process is carried out. During the year, the timetable may be adjusted (individually and for certain groups) in connection with the illness of teachers, officially declared epidemics, quarantines, and for other satisfactory reasons.
- 3.9. In order to create an individual educational information environment and to provide access to various sources of information, students shall use their own mobile devices (laptops) in the educational process in accordance with BYOD technology policy ("Bring Your Own Device" technology).

4. TUITION FEE AND PAYMENT PROCEDURE

- 4.1. A school year for the purpose of paying tuition fees shall be divided into 9 (September – May for the 1st through 8th grades and the 10th grade) or 10 (September – June for the 9th and 11th grades) averaged and equal in terms of payment calendar months, not depending on the actual number of business days in each of them. Payment under the contracts concluded for a period not multiple of one full month shall be made on the basis of averaged calculation of the actual period of study in an incomplete month.
- 4.2. The full tuition fee shall be determined pursuant to the price list (Appendix No. 1 to this Contract). The amount of payment is to be calculated by simply adding the tuition fees for the standard educational programme of a specific level in specific conditions, for the specially ordered individual educational programme. The Contractor reserves the right to unilaterally adjust the price list during the school year (Appendix No. 1 to this Contract) 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. Furthermore, the updated tuition fee price list indicating the date of its entry into force shall be transferred by the Contractor to the Customer (directly, by post, by email) and recognized as an appendix to this Contract.
- 4.3. The tuition fee per month under this Contract and the tuition fee for the year are indicated in the Individual Curriculum (Appendix No. 4), as an integral part of this Contract. In case of a change in the individual educational programme, a new Individual Curriculum shall be signed.
- 4.4. The total cost of paid educational services under the Contract is determined based on the cost of paid educational services per month and the number of calendar months during which paid educational services were rendered pursuant to this Contract, as well as the terms and conditions of Appendix No. 2 to the Contract.
- 4.5. Payment for group classes and individual training shall be made in advance, on a monthly basis, before the 1st day of the fiscal month (**in December no later than the 27th day**) or no later than three business days before the commencement of classes in case of conclusion of the contract during after the start of a month.

- 4.6. The services specified in Clauses 2.1.3 and 2.1.6 of this Contract as “other”, as well as the services indicated in Clauses 1.4-1.6 of Appendix No. 1 to the Contract shall be paid by the Customer additionally after their provision in full, excluding payment benefits.
- 4.7. If the Customer fails to comply with the payment procedure specified in Clauses 4.2 – 4.6 of this Contract, the Customer at the initiative of the Contractor may be charged a penalty fee equal to 1% of the outstanding amount for each day of delay in payment. If payment is delayed in the last quarter of the current school year, no continuation of studies shall be guaranteed, Clause 7.2 of this Contract shall be considered to be invalid, and the vacant place shall be offered to another student chosen by contest.
- 4.8. If classes are missed not due to the Student’s illness, the tuition fee shall not be recalculated provided that additional classes and assistance in completing homework (in person, in person and in absentia, in absentia) are provided to fill in the gaps in the curriculum (**the absence of the student must be confirmed by a statement from his/her parents or legal representatives**). For the period of absence from school for a good reason, the Student’s place shall be reserved, and assistance in mastering the missing material shall be guaranteed. Starting on the sixth day of absence from school due to illness confirmed by official medical documents, 50% of the previously deposited funds shall be set off in the next period of study, while the remaining 50% shall be deemed to be the costs of the Contractor associated with the fulfilment of obligations under this Contract. The provisions of this Clause shall apply, inter alia, to the students admitted to the individual educational programme.
- 4.9. Payment for the tuition fees and services stipulated in Clauses 2.1.3, 2.1.6 of this Contract shall be made by wire transfer to the settlement account of the Contractor or in cash to the cash desk of the Contractor.
5. **SPECIAL PAYMENT PROVISIONS**
- 5.1. The Customer who sends **their** two or three children to be educated by the Contractor shall receive a **10%** discount or, accordingly, **15%** discount on the tuition fee.
- 5.2. If the Student has only excellent grades following the final results for any full academic quarter in the 7-11 years of study, the Customer shall receive a **15%** discount on the tuition fee for the whole next quarter.
- 5.3. The Customer, who pays for the tuition fee before the deadline indicated in Clause 4.3 of this Contract, shall receive a **10%** discount on the tuition fee for the paid period for the entire paid period.
- 5.4. The Customer, who has concluded the Contract and paid for the educational services in the 1st through 11th grades of study for September before the 1st day of June in the same calendar year, shall receive, in addition to the discount specified in Clauses 5.1–5.4 of this Contract, an additional one-time discount equal to **35%** of the tuition fee for one month (Clause 1.3. of Appendix No. 1 to this Contract), which will be discounted when paying for any of the subsequent periods of study selected by the Customer from October to April in the current school year.
- 5.5. When calculating discounts, the above clauses shall be taken into account successively and sequentially.
6. **PARENT’S CONSENT TO THE PROCESSING OF PERSONAL DATA OF THE STUDENT AND THE PARENT**
- 6.1. 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.
- 6.2. 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.
- 6.3. 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.
- 6.4. The school guarantees that the processing of personal data is carried out in accordance with the current laws

of the Russian Federation.

- 6.5. 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.

7. TERM OF THE CONTRACT

- 7.1. 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.
- 7.2. 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 educational programme.
- 7.3. The implementation of Clause 7.2 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 8.1 of this Contract.
- 7.4. 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.

8. CONCLUSION OF THE CONTRACT, AMENDMENT, TERMINATION OF THE CONTRACT, AND DISPUTE RESOLUTION

- 8.1. This Contract may be concluded 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 conclusion of a educational contract for the period after the summer vacations no later than the 1st day of June in each year.
- 8.2. 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.
- 8.3. This Contract may be terminated for the following reasons:
- 8.3.1. As agreed by the parties pursuant to a written application from the Customer;
- 8.3.2. Force majeure circumstances recorded by the parties;
- 8.3.3. Student's state of health;
- 8.3.4. Systematic poor progress of the Student or his/her gross violations of discipline;
- 8.3.5. Violation of the terms and conditions of the Contract.
- 8.4. In the event of termination of the Contract for the reasons stated in Clauses 8.3.1 – 8.3.3 of this Contract, the Contractor shall return to the Customer the funds paid for the period starting on the 1st day of the month following the month in which the Contract was terminated.
- 8.5. 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.
- 8.6. 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.
- 8.7. This Contract may be terminated by the Contractor uncontestedly and unilaterally in the event of a delay in payment for the cost of services, as well as if the proper fulfilment of obligations to render services has become impossible due to the actions (omissions) of the Student.
- 8.8. The disputes not specified in this Contract shall be resolved in accordance with applicable laws.
- 8.9. The liability of the parties to the Contract shall be governed by applicable laws and this Contract.
- 8.10. 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.
- 8.11. Payment for the next month of study shall be the conclusive evidence of provision of services in full in the previous month under this Contract, and the Customer has no claims against the Contractor.
- 8.12. The Russian text of the contract takes precedence over the English version. In case of a disagreement, the parties use the Russian version.

9. DETAILS OF THE PARTIES

9.1. Contractor:

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

Address:

Russian Federation, 191025, Saint Petersburg, ulitsa Vosstaniya, house 8, letter Б,
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

9.2. Customer:

Surname, name, patronymic

Citizenship

Passport details No. _____ date of issue _____,

(issuing authority)

Address _____

Email _____

Contact telephone numbers _____

10. SIGNATURES OF THE PARTIES

Contractor:

_____ / L.B. Lapteva /
(Signature)

_____ **20** _____

14-year-old Student

_____ / _____ /
(Signature) (Full name)

_____ **20** _____

Customer:

_____ / _____ /
(Signature) (Full name)

_____ **20** _____

Appendix No. 1

to the Contract for Training at the International School of Herzen University

dated _____

PRICE LIST

1.1. Admission Testing:

- 1.1.1. The total cost of testing the children being admitted to the first year of study by an Elementary School Teacher, a Foreign Language **10,000 rubles**

Teacher, a Psychologist and a Speech Therapist shall amount to

- 1.1.2. The total cost of testing for admission to any year of study except for the first year in Russian, Mathematics and Foreign Language shall amount to **6,000 rubles**

1.2. Preparatory Educational Programmes

- 1.2.1. **School Preparation Programme (five days a week) Study in groups (with 2 to 15 students)** **42 000 rubles per month**

1.3. Basic Educational Programmes

1.3.1. The cost of an average month of study in rubles according to the Federal State Educational Standard in school study groups **(with 2 to 14 students)** shall be as follows:

Primary general education

1st year	67,000 rubles per month
2nd year	67,000 rubles per month
3rd year	67,000 rubles per month
4th year	67,000 rubles per month
1st year	67,000 rubles per month

Basic general education

5th year	69 000/ 86 000/ 104 000 рублей/мес.
6th year	69 000/ 86 000/ 104 000 рублей/мес.
7th year	69 000/ 86 000/ 104 000 рублей/мес.
8th year	72 000/ 89 000/ 107 000 рублей/мес.
9th year	72 000/ 107 000 рублей/мес.

	Secondary general education	
	10th year	47 000/ 50 000 рублей/мес.
	11th year	47 000/ 50 000 рублей/мес.

1.3.2. The cost of additional subjects on the program of 10-11th year for 2 hours / week in groups (with 2 to 14 students) - 8 500 rubles / month.

The cost of additional subjects on the program of 10-11th year for 2 hours / week individually (one student) – 10 000 rubles / month.

The cost of additional classes in second foreign language on the program of 10-11th year for 4 hours / week in groups (with 2 to 14 students)– 20 000 rubles / month.

1.3.3. The tuition fee for basic educational programmes and (or) separate disciplines of the programmes of national educational institutions corresponds to the cost stated in Clause 1.4.

1.4. Individual Educational Programmes

Academic disciplines:	Individual classes (one student)	Group classes (2 to 14 students)
offered by the school	1,900 rubles per academic hour	1,400 rubles per academic hour
offered by the Customer	3,200 rubles per academic hour	1,900 rubles per academic hour

In case of individual training, the amount of monthly payment shall be determined based on the cost of an average month when training in a specific individual educational programme, taking into account the provisions of Section 5 of the Training Contract. The average monthly payment shall be coordinated and approved by the parties while preparing the Individual Curriculum, which is the Appendix to the Contract. The adjustment of the amount of monthly payment shall not be performed during the whole period of validity of the signed Individual Curriculum, unless its non-implementation was due to the fault of the school. In case of changes in the individual training programme, resulting in a change in the average monthly tuition fee, a new Individual Curriculum shall be signed. The services specified in Clauses 1.4–1.6., not stipulated by the Individual Curriculum, shall be paid by the Customer additionally after their provision in full without applying the provisions of Clause 5 of the Training Contract.

1.5. Individual Home Schooling

- | | | |
|--------|--|---------------------------------------|
| 1.5.1. | The cost of one school academic hour shall amount | 3 500 rubles per academic hour |
| 1.5.2. | The teacher’s assistance in doing homework (the cost of one academic hour of an individual lesson) shall amount to | 1 100 rubles per academic hour |

1.6. Mode of Pedagogical Support of a School Day

- | | | |
|--------|---|------------------------------|
| 1.6.1. | The cost of one day in case of group (2 to 14 students) pedagogical support shall amount to | 600
rubles per day |
|--------|---|------------------------------|

1.7. Note

The tuition fee specified in Clauses 1.2 - 1.6, 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.

1.8. The tuition fee stated in Clauses 1.1 - 1. 7 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)

« ___ » _____ **20**__

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Appendix No. 2
to the Contract for Training at the International School of Herzen University
dated _____

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.

1. 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.

2. 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 _____.

Appendix No. 3

to the Contract for Training at the International School of Herzen University

dated _____

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 boys

For girls

Dark suit; Slacks with a vest.

Dark suit (including trouser suit);

Skirt to the knee or 5-10 cm above or below the knee. Blouse with a jacket, cardigan

In case of warm weather – a shirt with slacks.

or vest

Slacks – with a belt or tight fit, ironed slacks.

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 Training at the International School of Herzen University
dated _____**

Individual Curriculum

Student's surname, name _____
 Year of study _____ school year 20 / 20 _____
 Individual lessons _____ Amount per month _____
number of hours/weeks ind./gr.
 Subject _____

The total number of group lessons per week – hours.

Total amount per month (average month)

The Customer, who pays for the training before the deadline indicated in Clause 4.3, shall receive a 10% discount on the ruble tuition fee for the paid period for the entire paid period.

Total cost per month _____ (_____) rubles
 Total cost per year _____ (_____) rubles

Contractor:
 _____ / L.B. Lapteva /
 (Signature)

Customer:
 _____ / _____ /
 (Signature) (Full name)

« ____ » _____ 20 _____

« ____ » _____ 20 _____

**Appendix No. 5
to the Contract for Training at the International School of Herzen University
dated _____**

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)

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