

## Language and Communications Skills Courses RATES PER COURSE AND FEES

How to pay for a course or fee?

1. **Determine how much you need to pay** by referring to the chart below:

- **If you are eligible for our courses as a paying student**, determine the cost of each of the courses you want to take. If you are unsure of your course hours, please contact [learning@un.org](mailto:learning@un.org). There is no charge for taking a placement exam.
- **If you owe a fee** because you didn't attend the minimum number of lessons (incomplete attendance) or registered for a course but neither attended nor dropped ("no show"), you will be charged a fee of \$125 before you can register again.

2. **Prepare to pay your fee.** Only cash or cheque payments will be accepted. Make cheques payable to the United Nations and indicate that it is for **LANGUAGE COURSES**. Payment by credit card is not yet possible.

3. **Pay your fee** at the Cashier's Office (S-2031) from 10:00 a.m. to 3:30 p.m.

4. **Keep a PDF copy of your receipt** in order to add it as an attachment when you register for the course via inspira: <https://inspira.un.org>

Course hours/Fee name	Cost
<b>Regular courses*</b> (up to 36 hours)	<b>\$450</b>
<b>Special courses:</b>	
26 to 30 hours	<b>\$400</b>
21 to 25 hours	<b>\$300</b>
16 to 20 hours	<b>\$200</b>
10 to 15 hours	<b>\$150</b>
Up to 9 hours	<b>\$100</b>
Incomplete attendance fee	<b>\$125</b>
"No show" fee	<b>\$125</b>

\*Depending on level

**For more information**, read the [2015 Information Circular](#), paragraphs 59-78.