

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. 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 \$140 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: inspira.un.org

Course hours/Fee name	Cost
Regular courses* (up to 36 hours)	\$495
Special courses:	
26 to 30 hours	\$450
21 to 25 hours	\$330
16 to 20 hours	\$220
10 to 15 hours	\$165
Up to 9 hours	\$110
Incomplete attendance fee	\$140
"No show" fee	\$140

*Depending on level

For more information, read the **2018 Information Circular**, paragraphs 20-32. Refunds will not be issued. However, you may choose one of the following options: receive a credit for that amount to be used anytime later; apply the credit for any other language course; or assign it to another student.