

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 checking the chart below:
 - *If you are eligible for our courses as a paying student*, determine the cost for each of the courses you want to take. If the total course hours is not clear, please contact languages@un.org. *There is no charge for taking a placement exam.*
 - *If you owe a fee* because you either didn't attend the minimum number of lessons (incomplete attendance) or registered for a course and then neither attended nor dropped (no show fee), *you owe \$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. **Make a PDF copy of your receipt** so that you can add it as an attachment as you register for the course via Inspira: <https://inspira.un.org>

<u>Course hours/Fee name</u>	<u>Price</u>
72 hours	\$600
60 hours	\$550
48 hours	\$500
36 hours	\$450
30 hours	\$400
24 hours	\$300
16 to 18 hours	\$200
12 hours	\$150
6 to 8 hours	\$100
Incomplete attendance fee	\$125
No show fee	\$125

* See more information on this in our [2015 Information Circular](#), paragraphs 59-78.