

PAYMENT PROCEDURE

If you are paying for your own course, payments should be made as follows:

a) By *bulletin de versement*, at any office of the Swiss Postal Services (PTT):
United Nations Geneva, Special Accounts, PTT Account number 12-5904-2

b) Via e-Banking:
PTT IBAN No. CH40 0900 0000 1200 5904 2
United Nations Geneva, Special Accounts, Division des Finances, 1202 Genève.

Important: Please indicate “10RCR” in the box ‘motif versement’.

Price of courses:

CHF 590.- 48-hour courses/term

CHF 350.- 24-hour courses/term

Payment must be made when you apply. However, this does not guarantee a place in our courses.

REIMBURSEMENT PROCEDURE

A refund procedure is in place in case you decide to cancel your enrolment or you are not given a place in our courses.

If you need to be reimbursed, please send an e-mail to the Language Training secretariat (CLM_Language@unog.ch). As soon as we receive your request, we will send you the appropriate form to be reimbursed (bank information form). Please note that in order to make a reimbursement, we will need a copy of the proof of payment, the bank information form filled in and a copy of the bank account holder’s passport.

Important: Reimbursements may take up to 8 weeks after we have received the documents required.