

## PAYMENT PROCEDURE

Payment of the fees must be made at the time of application. 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**. Please indicate **“10RCR, the name of the participant, the term and the language** (ie: 10RCR, John Smith, Autumn 2020, Chinese)” in the box *motif versement*.

**Important:** A copy of the *bulletin de versement* must be uploaded in the website at the time of enrolment. The original must be provided in case of reimbursement of language classes fees.

- b. Via e-Banking: **PTT IBAN No. CH40 0900 0000 1200 5904 2 (the BIC/SWIFT code is POFICHBE)** United Nations Geneva, Special Accounts, Division des Finances, 1202 Genève. **“10RCR, the name of the participant, the term and the language** (ie: 10RCR, John Smith, Autumn 2020, Chinese)” 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 would like to be reimbursed, please send the following documents to [clm\\_language@un.org](mailto:clm_language@un.org):

1. the document attached ([UNOG-TR-BIRD-GNL.DOC](#)), completed using word and sent back signed
2. a copy of an official bank information slip / bank statement with your IBAN and Bic information – see example: <https://ltponline.unog.ch/storage/pdf/reimbursement/RIBExample.pdf>
3. a copy of the pay slip if paid through the post office or the bank account debit advice slip if paid through e-banking – see example: <https://ltponline.unog.ch/storage/pdf/reimbursement/UNOG-TR-BIRD-GNL.DOC>
4. a copy of the bank account holder’s passport to create your profile in our system

You have the facility of keeping **your fee paid for a course until the next term**. Should you wish not to re-enrol for the next term, or should we not be in a position to offer you your desired course, we will return the funds at that time.

Please confirm whether you wish to take this option; otherwise, please send us the documents requested for us to reimburse your fee.

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