

Application package



Les Roches Marbella Spain



Applying to Les Roches

Step-by-step guide

1

Submit your application

12 - 16 weeks before the program starts

Complete application form

Attach detailed resume/ CV

Provide proof of academic records

Attach copy of passport / DNI (Spanish citizens)

Include proof of English

Study plan 300 words

Letter of Commitment from financial sponsor

2

Prepare for your admissions assessment

Within 1 week of submitting your documents

You'll be contacted to schedule admissions assessment (if applicable)

Assessment may involve written exercise and interview

3

Receive acceptance letter – if successful

Within 1-3 weeks of assessment

If your application is successful, you'll receive your acceptance letter, first semester invoice, pre-arrival guide and list of additional documents if needed

Relevant visa documentation (if applicable)

4

Confirm your place at Les Roches Marbella

Within 15 days of receiving your acceptance letter

Pay downpayment to confirm place

Payment also confirms acceptance of Les Roches Marbella T&Cs

Send any remaining documents

5

Receive pre-arrival support

Right up until you arrive

Added to new student Facebook group

Arrival information

Pre-departure webinar

6

Arrive on campus and start your Les Roches journey

On official arrival dates

Welcome at Malaga's International airport/ Malaga's train station and transport to campus

Check-in and registration

Authentication of original documents which you must bring with you

Application form

1. About the applicant

<input type="checkbox"/> Male	<input type="checkbox"/> Female	Address
Family name		
First name		City
Nationality		State
Date of birth (DD/MM/YYYY)		Postal code
*Email		Country
		Home phone
		*Mobile phone

*Please only candidate details. Not parents or sponsor contact details above.

2. Education

Name of high school/college/university	
Country	Highest qualification
City	Completion date (MM/YYYY)

3. Mother tongue and English level

If English is not your mother tongue, or if you have not spent the last two years in full-time English education, please indicate the score and provide supporting documentation of one of the following*:

<input type="checkbox"/> TOEFL score	<input type="checkbox"/> IELTS score
<input type="checkbox"/> Cambridge First Certificate score	<input type="checkbox"/> Your mother tongue
<input type="checkbox"/> Cambridge Advanced score	

*If you have any questions, please contact your Education Counselor.

4. Professional experience

Do you have professional working experience in a hospitality-related field? Yes (please provide details in your CV) No

Application form

5. Academic program

<input type="checkbox"/>	Diploma in International Hotel Management (2.5 years)	<input type="checkbox"/>	Postgraduate Diploma in Marketing Management for Luxury Tourism (1 year including internship)		
<input type="checkbox"/>	BBA in Global Hospitality Management (3.5 years)	<input type="checkbox"/>	Postgraduate Executive Diploma in International Hotel Management (1 year including internship)		
<input type="checkbox"/>	Master's in International Hotel Management (9 months)	<input type="checkbox"/>	Semester abroad (one semester on campus)		
<input type="checkbox"/>	Postgraduate Diploma in International Hospitality Management (1 year including internship) + HIP (If required)	Please indicate the month and the year you wish to start:			
<input type="checkbox"/>	Master's in Marketing & Management for Luxury Tourism (9 months)	<input type="checkbox"/>	February 2020	<input type="checkbox"/>	September 2020
<input type="checkbox"/>	Executive Master's in International Hotel Management (blended)	<input type="checkbox"/>	February 2021	<input type="checkbox"/>	September 2021

6. Room and board

Les Roches has the following room and board options available. You will have the opportunity to select your preference once you are officially accepted and have paid the required deposit.

Accommodation On Campus:	<input type="checkbox"/>	Double room	<input type="checkbox"/>	Triple room	<input type="checkbox"/>	Single Room
Accommodation Off campus*	<input type="checkbox"/>	Single room	<input type="checkbox"/>	Double Room	<input type="checkbox"/>	No room required
Board Options:	<input type="checkbox"/>	Full board	<input type="checkbox"/>	Half board**		
Additional Options:	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Private Health Insurance registered by Les Roches Marbella***		

*Please refer to the "Fees & other expenses" document for eligibility. // **Only available to students living off campus /// ***If you have your own private health insurance, please provide a copy in English or Spanish

7. Medical needs and learning differences

If you have a learning difference or medical condition which means that you may require additional help during your studies and stay on campus, it is important to provide the following information which will be kept confidential and will not affect your academic eligibility to the School.

Does any of the following apply to you?

<input type="checkbox"/>	Learning Differences (e.g. dyslexia, dysgraphia, dyscalculia, ADD, etc.)
<input type="checkbox"/>	Mobility/Hearing/Vision Given the nature of studies (practical, academic) and the residential campus setting at Les Roches Marbella, please be aware that this could be an area where challenges may occur.
<input type="checkbox"/>	Medical needs
<input type="checkbox"/>	Mental conditions (Depression, bipolar disorder, eating disorder, etc)
Any other condition:	

Application form

8. About the parent/legal guardian/emergency contact

Mr. Ms.

Family name

First name

Relationship with Applicant (you may tick multiple boxes)

Parent Guardian Emergency contact

Languages spoken

Address

City

State

Postal code

Country

Home phone

Mobile phone

Email

9. Application fee

Please pay the application fee of EUR 275 online at www.lesroches.edu/apply/application-fees-spain

Statement

I agree to abide by the totality of Les Roches regulations, policies and procedures governing admission, enrolment and my studies at Les Roches, as they may be revised from time to time, including those related to academic life, student life and residency and finance. I understand that the fees and other financial conditions are modified once a year and I accept their revision. I hereby declare to abide by the Spanish law in case of a dispute related to the interpretation or to the execution of my legal obligation towards Les Roches Marbella and accept the exclusive competence of the Málaga court.

Data Protection Information

In accordance with data privacy regulations we inform you that any personal data provided will be treated by Les Roches Marbella with the sole purpose of managing your application and, in case of being accepted, opening your school record, which will be later used for academic purposes. Medical information will be used to attend any special need during your stay at Les Roches Marbella, such as allergies, learning differences, etc. Information required is necessary to fulfil the purpose of the document. I hereby declare that all information and attachments given in this application is exact and complete. I understand that any statement on this form which proves to be untrue or purposely misleading will render the application void and that if inaccuracies are highlighted at a later stage, Les Roches retains the right to retract any offer made or expel the student with no refund of fees. Your personal data will be stored within the legally stipulated periods. Your personal data may be transferred to our parent company: Sommet Education Sarl, Switzerland and its affiliates. At any given time, you may exercise your rights in data protection writing to Urbanización Las Lomas de Río Verde, Carretera de Istán, Km. 1, 29602 Marbella, Málaga, España or by email to info@lesroches.es. For more information about our Data Protection Policy, please click this link <https://www.lesroches.es/en/legal-information/>. In any case, you may as well contact the Spanish Data Protection Authority (AEPD) as supervisory authority <http://www.aepd.es>

Date (DD/MM/YYYY)

Signature of applicant

Signature of the parent/legal guardian (if applicant is under 18 years old)

Are you working with a representative of our school to support your application to Les Roches? Yes (please state below) No

Name of the representative/company

Location of the representative

If a company, name of contact (if known)

Please send your completed and signed forms to admissions@lesroches.es or send to your Education Counselor.

Marbella, Spain

Study plan

What motivates you to study hospitality? Explain why you would like to study at Les Roches Marbella. Discuss your interests, past experiences and future ambitions.

(Minimum 300 words, no more than one page)

Date (DD/MM/YYYY)

Signature of applicant

Name of applicant

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Please upload to the Online Application, or email to admissions@lesroches.es or send to your Education Counselor.

Letter of commitment from financial sponsor

Sponsor details

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	Email
<hr/>		<hr/>
Family name		Home phone
<hr/>		<hr/>
First name		Mobile phone
<hr/>		<hr/>
Nationality		Address
<hr/>		<hr/>
Date of birth (DD/MM/YYYY)		City
<hr/>		<hr/>
Passport or ID N° (please specify)		State
<hr/>		<hr/>
Relation to applicant		Postal code
<hr/>		<hr/>
		Country
		<hr/>

I hereby guarantee that I am capable of financing and commit to pay

Mr./Ms. (name of applicant) _____ studies at Les Roches Marbella Global Hospitality Education and all of his/her expenses. I understand that the fees and other financial conditions are modified once a year and I accept their revision. I hereby declare to abide by the Spanish law in case of a dispute related to the interpretation or to the execution of my legal obligation towards Les Roches and accept the exclusive competence of the Malaga court.

Date (DD/MM/YYYY) _____

Signature _____

I agree to abide by the totality of Les Roches regulations, policies and procedures governing admission, enrolment and my studies at Les Roches, as they may be revised from time to time, including those related to academic life, student life and residency and finance. I understand that the fees and other financial conditions are modified once a year and I accept their revision. I hereby declare to abide by the Spanish law in case of a dispute related to the interpretation or to the execution of my legal obligation towards Les Roches Marbella and accept the exclusive competence of the Málaga court.

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Parental consent and declaration

Applicants who are below the age of 18 at the start date of the first semester must have their parent/legal guardian complete the form below.

Please upload to the Online Application, or email to admissions@lesroches.es or send to your Education Counselor.

To be filled in by your parent/legal guardian

I, the undersigned: Parent Legal guardian

Family name

City

State

First name

Postal code

Country

Address

Home phone

Mobile phone

Email

I hereby declare that I have legal custody of the child:

Applicant's family name

Address

Applicant first name

Date of birth (DD/MM/YYYY)

City

State

Postal code

Country

and I acknowledge that Les Roches Marbella is an adult environment, and therefore I assume responsibility for the well-being and actions of the minor mentioned above.

This general consent expressly also includes independent participation in voluntary activities and events organised by the school, including but not limited to general sports activities and/or events organised by the student body.

In the event of an emergency, the parents/legal guardian authorize Les Roches Marbella' staff to receive information from doctors/authorities in case of absence.

With this general consent I also agree to all communications and notifications from the school becoming effective by being addressed directly to the minor child listed above.

According to Spanish law, no alcoholic drinks are allowed for minors except for academic purposes (wine tasting, cocktails, etc.)

I do not authorize my son/daughter to manage his/her own time (after 24:00) without my permission

I authorize my son/daughter to manage his/her own time (after 24:00)

This consent will remain in effect until the minor child's 18th birthday.

Date (DD/MM/YYYY)

Signature of parent/legal guardian

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Signatory letter

Please read the statement and declaration below and complete where indicated.

Application statement

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Date (DD/MM/YYYY)

Name of applicant

Signature of applicant

Signature of the parent/legal guardian (if applicant is under 18 years old)

Please upload to the Online Application, or email to admissions@lesroches.es or send to your Education Counselor.

Campus address

Les Roches Marbella Global Hospitality Education
Urb. Lomas de Río Verde. Ctra. Istán KM1
29602, Marbella, Spain

apply.lesroches.edu
admissions@lesroches.es



Facebook
LesRochesMarbellaFanPage

Instagram
@lesrochesspain

Twitter in English Twitter in Spanish
@lesroches_en @lesroches_es

LinkedIn
Les Roches Marbella
Global Hospitality

Youtube
Les Roches Marbella



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Lesroches

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@lesrochesswitzerland

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@lesrochesjinjiang.everyday

Twitter
@LRJJBuzz

LinkedIn
Les Roches Shanghai
Global Hospitality

Youtube
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admissions@lesroches.es

lesroches.edu