

Valid for Les Roches Connect  
Bachelor's in Global Hospitality Management  
with blended first semester, October 2020 intake

# Crans-Montana, Switzerland & Marbella, Spain



## Fees and other expenses

## International Students



## Terms and conditions



## Crans-Montana Campus, Switzerland

# Bachelor of Business Administration (BBA) in Global Hospitality Management

Breakdown of fees in CHF	Year 1		Year 2		Year 3		Year 4		Total
	S1	S2 Internship	S3	S4	S5 Internship	S6	S7		
<b>Compulsory Expenses</b>									
Tuition fees	23,900		23,900	23,900		23,900	23,900		119,500
Learning resources and practical arts apparel	2,800		450	450		450	450		4,600
Health and accident insurance <sup>1</sup>	850		850	1,700		850	850		5,100
<b>Total Compulsory Academic Expenses</b>	<b>27,550</b>		<b>25,200</b>	<b>26,050</b>		<b>25,200</b>	<b>25,200</b>		<b>129,200</b>
Residential board	2,225		4,450	4,450		3,250 <sup>3</sup>	3,250 <sup>3</sup>		17,625
On-Campus double room <sup>2</sup>	2,975		5,950	5,950					14,875
<b>Total Compulsory Living Expenses</b>	<b>5,200</b>		<b>10,400</b>	<b>10,400</b>		<b>3,250</b>	<b>3,250</b>		<b>32,500</b>
<b>Optional Accomodation and Board</b>									
On-Campus double room <sup>2</sup>						5,950	5,950		
On-Campus single room upgrade (additional)	1,050		2,100	2,100		2,100	2,100		
Car parking	250		500	500		500	500		
Residential Board upgrade (additional) <sup>3</sup>						1,200	1,200		

Laptop (device & service support - optional)	2,300
Application fee	275
Administration fee	150
Damage deposit (refundable)	1,000

1 Please refer to the chapter on 'Insurance' in the terms and conditions section

2 External accommodation is only an option for returning students in Semester 6 and 7. Direct Entry BBA 6 and 7, or first-time transfers from other campuses, must instead take campus accommodation

3 For students living off campus (optional in Semester 6 and 7), half board is compulsory with the option to upgrade to full (residential) board

# Terms and Conditions

## Application Fee

A non-refundable fee of CHF 275 is required with each application for Les Roches Global Hospitality Education. Please see section on “Method of Payment”.

## Administration Fee

One-time administrative cost related to cantonal and communal fees, including but not limited to, residence tax, student Visas, and residence permits.

## Damage Deposit

A refundable damage deposit of CHF 1,000 is charged with a student's first invoice and will be reimbursed three months after the final checkout at the end of the studies.

The deposit covers any costs due to damage to Les Roches property as well as any remaining balance, if sufficient, at the time of the final check-out.

## Tuition fees and fees associated with the studies

The compulsory academic expenses cover the following:

- Tuition fees
- School supplies
- Access to academic facilities on campus (e.g. library access, innovation lab and digital learning support) and academic tutoring and support
- Access to recreational facilities on campus (e.g. student gym, student events space, etc.) and access to sports activities and training
- Career and internship guidance and professional development opportunities (career fair, industry workshops, personalised counselling, job search, etc.)
- Health and wellbeing support (basic medical and counselling support by campus nurses, campus counsellor)
- On-campus security service 24/7h through Les Roches Campus Security
- Free membership and access to off-campus services through International SOS (e.g. while on internship) such as medical and travel security assistance (incl. 6 days pre-arrival and post-departure to and from Crans-Montana)
- Access to specific campus organized events (e.g. leadership series, industry events) and extra-curricular activities and conferences (may incur participation fees depending on type of activity)
- Cantonal and communal taxes
- Communal benefits card “My Explorer Card” (granting free access to specific outdoor activities, bus services, lifts, etc. in Crans-Montana and neighbouring communities during specific periods) for students living on campus. For more information, please consult [crans-montana.ch/myexplorercard](https://crans-montana.ch/myexplorercard).
- Swiss regional administration charges for Visa and resident permit (excluding where there are legal and court charges if the Visa or work permit has been refused and an appeal has been made by the student)
- Swiss VAT
- Contribution to examination costs (except resit or retake examinations)
- Access to Microsoft Office automation licenses
- Reception and postal distribution service on campus
- Access to Alumni services (lifetime membership to the Les Roches Alumni Association, access to networking and reunion events)

Please note any unused services, clothes, supplies, benefits, etc., included in the main fees are not refundable

#### **Learning Resources (compulsory)**

Learning Resources are tailored to suit the needs according to each semester level and program and usually comprise a variation of different support material such as textbooks, digital resources, online accesses to software and databases, copyright and licenses, kitchen tools (for practical programs) as well as practical arts apparel (kitchen, housekeeping and service uniforms, including the laundry and ironing of the kitchen uniforms) for specified programs.

All first semester Bachelor students will receive a pre-loaded iPad containing e-books, videos and digital content to support the learning experience. Any students wishing to order printed text books may order them through the school at an additional cost. For direct entry BBA students the purchase of the iPad and the digital learning resources (CHF 1,000) is compulsory.

A detailed overview of the different learning resources can be provided upon request once on campus.

#### **Laptop (device & service support – optional)**

Les Roches students will be given individual access to our learning platform, which hosts student information, including support and teaching documents and other learning resources. On the Crans-Montana campus, students have the following options:

1. **Buying a laptop through Les Roches (optional)**  
For a fee of CHF 2,300, students can buy a latest model laptop through Les Roches along with extended warranty and support through the school IT team. More details are available on the Les Roches website [lesroches.edu/admissions/accepted-students/computer-policy/](https://lesroches.edu/admissions/accepted-students/computer-policy/)

2. **Bringing a personal laptop**

Students may bring their own laptop which must however meet the school's specifications as per the Laptop Policy which can be consulted at [lesroches.edu/admissions/accepted-students/computer-policy/](https://lesroches.edu/admissions/accepted-students/computer-policy/)

## Fee associated with lodging and board

### **On-campus accommodation**

On-campus accommodation is compulsory for undergraduate students during Semesters 1, 3 and 4, as well as for all undergraduate direct entry and undergraduate exchange students transferring to Les Roches Crans-Montana for the first time. The standard rate covers accommodation in a shared Double Room. After the downpayment is made, all students choosing the school accommodation will receive instructions by email on making a room reservation in our online lodging platform.

Subject to availability, full payment of fees before the deadline and an additional fee (see fee table), students can aim at securing one of the limited number of single rooms via the platform on a 'first-come, first-served' basis. Students' rooms are only confirmed upon the receipt of the full payment of fees as per payment deadline.

On-campus accommodation includes all costs relating to heating, electricity, maintenance, bed linen, housekeeping service (once per week), free wifi and residential kitchen facilities.

### **Full (residential) or half board**

Full board in Crans-Montana includes three meals a day, five days a week, as well as brunch and dinner on Saturdays and Sundays. For students, who received written approval from the Campus Facility Manager to live off campus, the compulsory half board option can be upgraded to full board upon additional payment. Students on half board are responsible for their own dinner and weekend meals.

## Insurance

Health insurance coverage is compulsory by law in Switzerland. Therefore all students are automatically covered with the insurance provided by the school. This covers them for health and accident, while on campus and on internship, at the most competitive rate, which may vary from one semester to another.

However, if a student has a private, valid insurance cover equivalent to the Swiss health insurance cover scheme, they may request to get exempted by the Swiss authorities before their arrival on campus. Failure to complete the request, the insurance provided by the Institution will apply. Information about the exemption and comparison between private and school insurance is available from the Admissions department or from the Les Roches website [lesroches.edu/apply/accepted-studentinformation/pre-arrival-information/](https://lesroches.edu/apply/accepted-studentinformation/pre-arrival-information/)

Students keeping their private health and accident cover are responsible for verifying that their documents are valid while in Switzerland or abroad.

Les Roches will not cover any related expenses. Personal and private insurance, to cover issues such as damage or theft of personal property, is not compulsory but is strongly recommended and is the student's responsibility.

Les Roches cannot be held responsible for the theft of personal belongings, student damage or third party insurance. The health insurance fee for the internship semester(s) will be charged on the invoice for the previous on-campus semester.

## Personal expenses

It is estimated that students require on average sum of CHF 500 per month to finance their out-of-pocket expenses such as snacks and drinks, entertainment, personal supplies, laundry, and any other personal expenses.

## Internships (if applicable)

Although internships are generally paid by the employer, the remuneration received cannot be expected to finance studies at Les Roches.

## Visa application procedure for accepted candidates

As some students will require a student Visa to enter Switzerland, they are kindly requested to verify Visa requirements for their nationality and apply at the right time.

To see if a student Visa is needed to study in Switzerland, please visit the official Swiss website: [sem.admin.ch/sem/en/home/themen/einreise/faq.html](https://sem.admin.ch/sem/en/home/themen/einreise/faq.html)

For the Visa application procedure and required documents, please refer to our website: [lesroches.edu/admissions/accepted-students/pre-arrival-information/](https://lesroches.edu/admissions/accepted-students/pre-arrival-information/)

Please note that it may take at least 2-3 months to obtain a student Visa. Once the acceptance package is received, new students should apply for their Visa as soon as possible and speak with an Educational Counselor for any questions about the procedure.

## Downpayment (reservation)

New students: Upon receipt of the conditional offer letter, a downpayment of CHF 5,000 is required to secure your place on the program. The downpayment can be made by bank transfer or online platform at [lesroches.flywire.com](https://lesroches.flywire.com).

This non-refundable deposit guarantees the reserved place in the program and is automatically deducted from the first semester's invoice. In case an accepted candidate postpones his/her studies, the balance will be carried forward to the next two subsequent intakes.



## Review of fees

Les Roches reserves the right to review and modify the tuition fees of each semester at any time and without notice.

### Financial aid and Scholarship

Les Roches provides a limited number of scholarships for new students. The scholarships are competitive and linked to Les Roches' admissions strategy which aims to assist motivated young people to study at our institution. Each scholarship has specific criteria. Eligibility for a scholarship is examined on a case-by-case basis for those candidates who have submitted a complete application. Returning students faced with extreme financial difficulty may apply for Financial Aid with the Registrar at [academics@lesroches.edu](mailto:academics@lesroches.edu) (subject to conditions). Applications must be made at least four months prior to the start of the intended semester of study.

## General enquiries

International Enrollment Team  
Les Roches Global Hospitality Education  
+41 (0)21 989 26 44  
[info@lesroches.edu](mailto:info@lesroches.edu)  
[studentsaccounting@lesroches.edu](mailto:studentsaccounting@lesroches.edu)  
(returning students)  
[lesroches.edu](http://lesroches.edu)

## Campus address

Les Roches Global Hospitality Education  
Route des Moulinettes 2  
CH-3975 Bluche/Crans-Montana  
Switzerland

## International enrollment team

+41 (0)21 989 26 44  
[info@lesroches.edu](mailto:info@lesroches.edu)

## Marbella Campus, Spain

# Bachelor of Business Administration (BBA) in Global Hospitality Management

	Year 1	Year 2		Year 3		Year 4		
Breakdown of fees in Euros	S1	S2 Internship	S3	S4	S5 Internship	S6	S7	Total
<b>Compulsory Expenses</b>								
Tuition fees	16,165		16,010	16,010		13,420	13,420	75,025
Learning resources and practical arts apparel	1,640		275	340		290	120	2,665
Health and accident insurance <sup>1</sup>	395		400	795		400	400	2,790
<b>Total Compulsory Academic Expenses</b>	<b>18,200</b>		<b>16,685</b>	<b>17,145</b>		<b>14,110</b>	<b>13,940</b>	<b>80,480</b>
Residential board (Full board S1&3, Half Board (S4,S6 & S7)	1,455		2,915	2,115		2,115 <sup>3</sup>	2,115 <sup>3</sup>	10,715
On-Campus double room <sup>2</sup>	2,085		4,170	N/A		N/A	N/A	6,255
<b>Total Compulsory Living Expenses</b>	<b>3,540</b>		<b>7,085</b>	<b>2,115</b>		<b>2,115</b>	<b>2,115</b>	<b>16,970</b>
<b>Optional Accomodation and Board</b>								
On-Campus single room	3,205		6,415	N/A		N/A	N/A	
Car parking	90		175	175		175	175	
Application fee	275							
Administration fee*	100							
Damage deposit (refundable)	500							

1 Please refer to the chapter on 'Insurance' in the terms and conditions section

2 Off-campus accommodation is only an option for returning students in Semester 4, 6 and 7, Direct Entry and first time transfers to BBA 4, 6 and 7

3 For students living off-campus (S4, S6 & S7 only), half board is compulsory

\* Administration Fee only applies when requesting a new application package to be couriered

# Terms and Conditions

## Application Fee

A non-refundable fee of 275 € is required with each application for Les Roches Global Hospitality Education. Please see section on “Method of Payment”.

## Administration Fee

An administrative fee of 100€, only applicable when requesting a new application package to be couriered after the original one was already sent.

## Damage Deposit

A refundable damage deposit of 500€ is charged with a student's first invoice and will be reimbursed three months after the final check-out at the end of the studies (completion of studies).

The deposit covers any damage caused to Les Roches' property by the student during his or her studies. This deposit also covers the locker as well as any remaining balance, if sufficient, at the time of the final check-out.

## Tuition fees and fees associated with the studies

The compulsory academic expenses cover the following:

- Tuition fees
- School supplies
- Access to academic facilities on campus (e.g. library access, digital learning support and academic tutoring and support)
- Access to recreational facilities on campus (e.g. Manolo Santana's Sports Club membership, student events, etc.)
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- Career and internship guidance and professional development opportunities only if the program has an internship period included (industry visits, personalized counseling, job search, etc.)
- Health and wellbeing support (medical and counselling support when emergency on campus)
- On-campus security service 24/7h through Les Roches Marbella Campus Security
- Access to specific campus organized events (e.g. leadership series, industry events) and extra-curricular activities and conferences (may incur participation fees depending on type of activity)
- Contribution to examination costs (except resit or retake examinations)
- Access to Microsoft Office automation licenses
- Reception and postal distribution service on campus
- Access to Alumni services (lifetime membership to the Les Roches Alumni Association, access to networking and reunion events)

Please note any unused services, clothes, supplies, benefits, etc., included in the main fees are not refundable

### Learning Resources (compulsory)

Learning Resources are tailored to suit the needs according to each semester level and program and usually comprise a variation of different support material such as textbooks, digital resources, online accesses to software and databases, copyright and licenses, kitchen tools (for practical programs) as well as practical arts apparel (kitchen, housekeeping and service

uniforms, including the laundry and ironing of the kitchen uniforms) for specified programs.

All first semester Bachelor students will receive a pre-loaded iPad containing e-books, videos and digital content to support the learning experience. Any students wishing to order printed text books may order them through the school at an additional cost.

A detailed overview of the different learning resources can be provided upon request once on campus.

Les Roches students will be given individual access to our learning platform, which hosts student information, including support and teaching documents and other learning resources.

## Fee associated with lodging and board

### **On-campus accommodation**

On-campus accommodation is compulsory for undergraduate students during Semesters 1 and 3, (Semester 4 students might be required to live compulsory on campus with full board. They will be informed accordingly before the start of the semester), as well as for all undergraduate direct entry and undergraduate exchange students transferring to Les Roches Marbella for the first time (upon availability).

The standard rate shown, on the previous program tables, covers accommodation in a shared Double Room. (Triple rooms are also offered at 3,880€ per semester). After the downpayment is made, all students choosing the school accommodation will receive instructions by email on making a room reservation in our online lodging platform.

Subject to availability, students can try to secure one of the limited number of single rooms on campus, via the platform, on a 'first-come, first-served' basis and will be confirmed once the full fee of the room has been made. For all other types, rooms are only confirmed upon the

receipt of the full payment of fees as per payment deadline.

### **Off-campus accommodation**

The off-campus option is only available to BBA S4, S6 and 7 (though Semester 4 students might be required to live compulsory on campus with full board. They will be informed accordingly before the start of the semester).

### **Non-Smoking Policy**

Please note the campus is a smoke-free area, including all residences and bedrooms.

### **Full board or half board**

Full board on campus includes three meals a day, five days a week, as well as brunch and dinner on Saturdays and Sundays.

Students on half board are responsible for their own dinner and weekend meals.

## Insurance

Students are required to have health insurance coverage during the academic semesters and internships. For the first 10 weeks of the BBA1 blended, insurance is not required. Students who do not provide a valid private insurance certificate will automatically be registered by the institution at the most competitive rate which may vary from one semester/term to another. (Accident insurance coverage is included for all students in the main tuition fees. Les Roches Marbella cannot be held responsible for the theft of personal belongings, student damage or third-party insurance.

Personal and private insurance, to cover issues such as damage or theft of personal property, is not mandatory but is strongly recommended and is the student's responsibility. The health insurance fee to cover the internship semester will be sent with the invoice for the previous on-campus semester.

## Laptop Policy

Students will need to have individual access to our intranet website which hosts student information including support, teaching documents and other learning resources.

Students may bring their own laptop provided it meets the institution's requirements.

Specifications are published on our website at [lesroches.es](http://lesroches.es) under the admissions, accepted students section in the campus guide.

## Personal expenses

It is estimated that students require on average sum of 300 per month to finance their out-of-pocket expenses such as snacks and drinks, entertainment, personal supplies, laundry, and any other personal expenses.

## Internships (if applicable)

If the program of study includes internship periods, the student is requested to complete their internship(s) in establishments approved by Les Roches. The main objective is to prepare students for their professional career by developing their managerial, entrepreneurial, and personal skills to their fullest through interesting and challenging internships.

Les Roches has established excellent relationships with the hospitality and tourism industries, and a wide choice of training opportunities is offered to students in large, medium, or small companies, in Spain or abroad. However, some countries can be restricted by government visa, work permit, policies and/or language requirements.

Although internships are generally paid by the employer, the remuneration received cannot be expected to finance studies at Les Roches.

## Visa application procedure for accepted candidates

As some students will require a student Visa to enter Spain (countries not belonging to the European Union), they are kindly requested to verify visa requirements for their nationality and apply at the right time.

Accepted candidates will receive an acceptance letter from the Admissions Department detailing the visa procedure. For students who need an entry visa, it is imperative to request a one-year student visa type D (not a tourist visa). Students are strongly advised to apply immediately as it takes at least two months to obtain a visa. You can speak with your Educational Counselor for any questions about the procedure.

Candidates must make a personal request at the Spanish Embassy / Consulate in their country of residence and present the school's attestation. Once the visa is approved (approx. 8 weeks), the Embassy / Consulate will notify the candidate

who then must collect the original visa from the Embassy / Consulate.

Candidates with European Union passports need only to send the required documents to the school.

## Downpayment (reservation)

1. New students: Upon receipt of the offer letter, a downpayment of 4,000€ for international students is to be paid within 15 days from the date on the offer letter in euros, by bank transfer, credit card or online at [flywire.com/pay/lesrochesmarbella](https://flywire.com/pay/lesrochesmarbella)

This non-refundable deposit guarantees the reserved place in the program and is automatically deducted from the first semester's invoice. In case an accepted candidate postpones his/her studies, the balance will be carried forward to the next two subsequent intakes.

## Late cancellation fee & refund policy

The tuition fees paid for each semester are not refundable. If a new student cancels before the official start date of the remote learning (first module), only the downpayment (reservation) and application fee will be retained.

If a returning student cancels his/her studies after the deadline of 15th of May (for the September intake) or 1st November (for the February intake) and without a written notification, the downpayment will be kept in the student's account for the next intake.

If a student is suspended, expelled, or withdraws on his/her own wish once the semester has started, no fees will be reimbursed. In case of mitigating circumstances (e.g. medical, financial hardship, or similar), validated by a member of the school's management as part of the early check-out procedure, exceptions may apply.

## Payments

Payments must be made in full in euros no later than the 15th November (for the February intake) and no later than the 15th July (for the October 2020 intake), unless a payment plan contract has been approved.

Students will not be permitted to begin their studies until payment for the semester has been received. Spanish Residence permits, academic transcripts and degrees are only delivered / awarded upon full settlement of all outstanding fees.

## Method of payment

### Option 1

#### Direct bank transfer

BANCO BILBAO VIZCAYA ARGENTARIA (BBVA)  
Account number: ES18 0182 2341 7502 0163 0598  
Swift adress: BBVAESMM  
IBAN: 0182 2341 75 0201630598

Please ensure the bank indicates the student's full name and 5-digit student number which appears in your pro-forma invoice on the payment advice slip for the bank transaction to facilitate payment allocation.

### Option 2

#### Flywire (bank transfer & credit card accepted)

2. Visit: [flywire.com/pay/lesrochesmarbella](https://flywire.com/pay/lesrochesmarbella)
3. Choose your country and the payment amount in EUR.
4. Choose your payment method and make your payment.
5. Enter your details and those of the student you are paying for (if not yourself).
6. Track and confirm your payment by email, SMS, or by logging in to [lesrochesmarbella.flywire.com](https://lesrochesmarbella.flywire.com)

### Option 3

#### Credit card

For credit card payments, please contact the accounting department directly:  
[accounting@lesroches.es](mailto:accounting@lesroches.es)

### Review of fees

Les Roches reserves the right to review and modify the tuition fees of each semester at any time and without notice.

#### Domestic fees

In order to qualify for domestic fees you must comply with the following criteria:

You must hold a valid Passport from Spain, Portugal, Andorra or Gibraltar, or otherwise meet all of the following criteria: (a) you must be a resident in the Iberian Peninsula on the first day of the first academic semester of the course; and (b) you must also have been a resident in the Iberian Peninsula for the full three-year period before the first day of the first academic semester of the course.

#### Financial aid and Scholarship

Les Roches provides a limited number of scholarships for new students. The scholarships are competitive and linked to Les Roches' admissions strategy, which aims to assist motivated young people to study at our institution. Each scholarship has specific criteria. Eligibility for a scholarship is examined on a case-by-case basis for those candidates who have submitted a complete application. Returning students faced with extreme financial difficulty may apply for Financial Aid with the Student Services department at [studentservices@lesroches.es](mailto:studentservices@lesroches.es) (subject to conditions). Applications must be made at least four months prior to the start of the intended semester of study.

Students granted a scholarship cannot request single room accommodation on or off campus. BBA students will be placed in triple room on campus when no double is available.

### General enquiries

For new students:

Enrollment & Admissions Department  
+34 952 764 437  
[info@lesroches.es](mailto:info@lesroches.es)  
[lesroches.edu](http://lesroches.edu)

For returning students:

Main switchboard  
+34 952 764 145  
[studentservices@lesroches.es](mailto:studentservices@lesroches.es)  
[accounting@lesroches.es](mailto:accounting@lesroches.es)  
[academicsdept@lesroches.es](mailto:academicsdept@lesroches.es)

### Campus address

Les Roches Marbella  
Global Hospitality Education  
Urb. Lomas de Río Verde - Ctra. de Istán km1  
29602 Marbella  
Malaga, Spain

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