

**Application  
package**



**Les Roches  
Marbella  
Spain**



**Domestic  
students**



# Applying to Les Roches

## Step-by-step guide

Domestic students

1

### Submit your application

*12 - 16 weeks before the program starts*

Complete application form

Attach detailed resume / CV

Provide proof of academic records and diploma

Attach copy of passport / DNI (Spanish citizens)

Include proof of English

Write study plan 300 words

Complete letter of commitment from financial sponsor

Include health insurance

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

You will also receive 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*

If applicable, we will welcome you at Málaga-Costa del Sol Airport or María Zambrano Train Station and will arrange your transport to campus

Check-in and registration

Authentication of original documents which you must bring with you

Induction activities

# Application form

## 1. About the applicant

<input type="checkbox"/> Male	<input type="checkbox"/> Female	Address
First name		
Family name		City
Nationality		State/Province
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 (DD/MM/YYYY)

\*Please indicate the highest qualification you will receive upon completion of your studies.

## 3. Mother tongue and English level

Please indicate your mother tongue:

<input type="checkbox"/> English is my mother tongue	<input type="checkbox"/> Other mother tongue:
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If English is not your mother tongue, or if you have not studied for the last two years full time in English language, please indicate the score and provide supporting documentation of one of the following\*:

<input type="checkbox"/> IELTS score	<input type="checkbox"/> Cambridge First Certificate score
<input type="checkbox"/> TOEFL score	<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"/> Bachelor of Business Administration in Global Hospitality Management (3.5 years)	<input type="checkbox"/> Postgraduate Diploma in International Hospitality Management + Hospitality Immersion Program (if required) (12 months)
<input type="checkbox"/> Diploma in International Hotel Management (2.5 years)	<input type="checkbox"/> Postgraduate Diploma in Marketing Management for Luxury Tourism (12 months)
<input type="checkbox"/> Master in International Hotel Management (15 months)	<input type="checkbox"/> Executive Postgraduate Diploma in International Hotel Management (blended)
<input type="checkbox"/> Master in Marketing & Management for Luxury Tourism (15 months)	<input type="checkbox"/> Intensive Hospitality English Language Program (15 weeks)
<input type="checkbox"/> Executive Master in International Hotel Management (blended)	

Please indicate the month and the year you wish to start:

October 2020     
  February 2021     
  September 2021

## 6. Room and board

Please refer to the "Fees & other expenses" document for eligibility.

Accommodation:       Yes\*       No\*\*

Additional options:       Parking       Private health insurance registered by Les Roches Marbella\*\*\*

\*Living on campus is mandatory for students of BBA1/DIP1, BBA3/DIP3 and IHELP followed by BBA/DIP programs.

\*\*Only for those students who do not wish to book the off campus accommodation managed by Les Roches Marbella.

\*\*\*If you have your own health insurance, please provide a copy.

## 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, 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?

Learning differences (dyslexia, dysgraphia, dyscalculia, ADD, etc.)

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Mental conditions (depression, bipolar disorder, eating disorder, etc.)

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Allergies

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Daily medication

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Any other specific conditions

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Physical limitations (given the nature of studies at Les Roches Marbella, please be aware that this could be an area where challenges may occur) (mobility/hearing/vision difficulties)

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# Application form

## 8. About the parent/legal guardian/emergency contact

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	Address
<hr/>		<hr/>
First name		
<hr/>		
Family name		City
<hr/>		<hr/>
Relationship with applicant (you may tick multiple boxes)		State/Province
<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> Emergency contact
<hr/>		Postal code
Languages spoken		Country
<hr/>		<hr/>
<hr/>		Home phone
<hr/>		<hr/>
<hr/>		Mobile phone
<hr/>		<hr/>
<hr/>		Email
<hr/>		<hr/>

## 9. Application fee

Please pay the application fee of EUR 275 online at <https://lesroches.edu/apply/tuition-fees/application-fees-marbella/>

## 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](mailto: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)

Please send to your Education Counselor.

# 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 send to your Education Counselor.

# 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 send to your Education Counselor.

# Letter of commitment from financial sponsor

## Sponsor details

<input type="checkbox"/> Applicant is the sponsor	Address
<input type="checkbox"/> Applicant is not the sponsor	
Relationship with applicant:	City
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	State/Province
First name	Postal code
Family name	Country
Nationality	Home phone
Date of birth (DD/MM/YYYY)	Mobile phone
Passport or ID N° (please specify)	Email

## 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 of sponsor

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.

## To be filled in by your parent/legal guardian

I, the undersigned:	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Legal guardian	Address
First name					
Family name					City State/Province
Home phone					Postal code Country
Mobile phone					Email

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

Applicant first name					Address
Applicant family name					
Date of birth (DD/MM/YYYY)					City State/Province
					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

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 the present consent and to contact you, in all those matters permitted by law, where we must provide you with any information related to the minor. 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 Lomas de Río Verde, Carretera de Istán, Km. 1, 29602 Marbella, Málaga, España or by email to [info@lesroches.es](mailto: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>

Please upload to the Online Application or send to your Education Counselor.

Campus address  
Les Roches Marbella Global Hospitality Education  
Urb. Lomas de Río Verde. Ctra. Istán, km. 1  
29602, Marbella, Spain

apply.lesroches.edu  
admissions@lesroches.es



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@lesrochesspain

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@lesroches\_en    @lesroches\_es

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LinkedIn  
Les Roches Marbella  
Global Hospitality

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Youtube  
Les Roches Marbella



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