

Valid for programs starting in
Spring and Fall 2022

Marbella Spain



Fees and other expenses

Domestic Students



Terms and conditions



Bachelor of Business Administration (BBA) in Global Hospitality Management

Breakdown of fees in Euros	Year 1		Year 2		Year 3		Year 4		Total
	S1	S2 Internship	S3	S4	S5 Internship	S6	S7		
Compulsory Expenses									
Tuition fees	14,410		15,510	15,510		11,985	11,985		69,400
Learning resources and practical arts apparel	1,725		290	360		310	130		2,815
Total Compulsory Academic Expenses	16,135		15,800	15,870		12,295	12,155		72,255
Residential board	3,075		3,075	3,075		2,235 ²	2,235 ²		13,695
On-Campus triple room ¹	4,095		4,095	4,095		N/A	N/A		12,285
Total Compulsory Living Expenses	7,170		7,170	7,170		2,235	2,235		25,980
Optional Accommodation									
On-Campus double room	4,395		4,395	4,395		N/A	N/A		
Car parking	175		175	175		175	175		
Application fee	275								
Administration fee*	100								
Damage deposit (refundable)	500								

¹ Off-campus accommodation is only an option for returning students in Semester 6 and 7, Direct Entry and first time transfers to BBA 6 and 7

² For students living off-campus (S6 & S7 only), half board is compulsory

* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent

Master's in International Hotel Management (MIHM)

Breakdown of fees in Euros	Term 1 & Term 2
Compulsory Expenses	
Tuition fees	18,695
Learning resources & Practical arts apparel	860
Business field trip to Dubai ¹	2,200
Total Compulsory Academic Expenses	21,755
Half board ²	3,350
Total Compulsory Living Expenses	3,350
Optional Accommodation	
Off-Campus double room ²	Term 1: 4,395 Term 2: 1,800
Off-Campus single room ²	Term 1: 6,765 Term 2: 2,530
Application fee	275
Administration fee*	100
Damage deposit (refundable)	500

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

¹ Includes return flights from Malaga airport to destination, lodging, half board, and company visits

² Off-campus accommodation is managed by Les Roches Marbella does not cover the holiday period between Term 1 and Term 2.

³ Off-campus accommodation is managed by Les Roches Marbella

* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent

Master in Marketing & Management for Luxury Tourism (MML)

Breakdown of fees in Euros	Term 1 & Term 2
Compulsory Expenses	
Tuition fees	21,530
Learning resources	540
Total Compulsory Academic Expenses	
	22,070
Half board	3,350
Total Compulsory Living Expenses	
	3,350
Optional Accommodation	
Off-Campus double room ¹	Term 1: 4,395 Term 2: 1,800
Off-Campus single room ¹	Term 1: 6,765 Term 2: 2,530
Car parking	225
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 managed by Les Roches Marbella does not cover the holiday period between Semester 1 and Term 2.

3 Half board compulsory for all students and does not cover the holiday period between Semester 1 and Term 2.

* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent

Executive Master in International Hotel Management (EMIHM)

Breakdown of fees in Euros	6 Modules
Compulsory Expenses	
Tuition fees	21,530
Total Compulsory Academic Expenses	
	21,530
Full board ¹	2,015
Total Compulsory Food Expenses	
	2,015
Optional	
Accommodation and transfers ²	3,980
Application fee	
	275
Administration fee*	
	100
Damage deposit (refundable)	
	300

1 For students completing 6 weeks on campus

Half Board at 695€ only available to students with no accommodation and transfers and completing 6 weeks on campus. When completing individual weeks on campus, the weekly price for half board is 125€

Note : For students completing individual weeks on campus, the weekly price for full board is: 350€

2 Includes accommodation in a hotel in single room, activities organised by the school, guest speakers and transfers to and from

Malaga's International Airport as well as transfers from hotel to campus during the 6 weeks' on campus sessions.

Note : For students completing individual weeks on campus, the weekly price of accommodation and transfers is: 765€

Students who choose on campus sessions after starting fully online, will be invoiced for board and accommodation before the start of the on campus week, and will only be confirmed once payment has been received

* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent

Postgraduate Diploma (PGD) in International Hospitality Management

HIP

Breakdown of fees in Euros	2 weeks ¹	Term 1	Term 2 Internship	Total including HIP
Compulsory Expenses				
Tuition fees	2,000	12,345		14,345
Learning resources		550		550
Business field trip to Dubai ²		2,200		2,200
Total Compulsory Academic Expenses	2,000	15,095		17,095
Half board	255	2,235		2,490
Optional Accomodation				
Off-Campus double room ³	495	4,395		
Off-Campus single room ³	795	6,765		
Car parking		175		
Application fee		275		
Administration fee*		100		
Damage deposit (refundable)		500		

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 9

2 Includes return flights from Malaga airport to destination, lodging, half board, and company visits.

3 The off-campus accommodation offered above is managed by Les Roches Marbella.

* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent

Postgraduate Diploma in Marketing Management for Luxury Tourism (PGDM)

Breakdown of fees in Euros	Term 1	Term 2 Internship	Total
Compulsory Expenses			
Tuition fees	14,445		14,445
Learning resources	355		355
Total Compulsory Academic Expenses	14,800		14,800
Half board	2,235		2,235
Total Compulsory Living Expenses	2,235		2,235
Optional Accomodation			
Off-Campus double room ¹	4,395		
Off-Campus single room ¹	6,765		
Car parking	175		
Application fee	275		
Administration fee*	100		
Damage deposit (refundable)	500		

1 The off-campus accommodation offered above is managed by Les Roches Marbella

* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent

Postgraduate Executive Diploma in International Hotel Management (PGDE)

Breakdown of fees in Euros	Term 1	Term 2 Internship	Total
Compulsory Expenses			
Tuition fees	14,120		14,120
Total Compulsory Academic Expenses	14,120		14,120
Full board ¹	1,350		1,350
Total Living Compulsory Expenses *	1,350		1,350
Hotel Accommodation in single room & Airport Transfers ²	2,655		2,655
Total Living Expenses (optional)	2,655		2,655
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Application fee	275		
Administration fee*	100		
Damage deposit (refundable)	300		

1 For students completing 4 weeks on campus in full board.

Half Board at 495€ only available to students with no accommodation and transfers and completing 4 weeks on campus.

Note: For students completing individual weeks on campus, the price for full board per week is: 350€, and half board 125€ per week, only available for students without accommodation and transfers

2 Includes accommodation in a hotel in single room, activities organised by the school, guest speakers and transfers to and from Malaga's International Airport as well as transfers from hotel to campus during the 4 weeks' on campus sessions.

Note: For students completing individual weeks on campus, the living expenses price per week is: 765€

Students who choose on campus sessions after starting fully online, will be invoiced for board and living expenses before the start of the on campus week, and will only be confirmed once payment has been received.

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

Pre-Sessional Programs

Breakdown of fees in Euros	Hospitality Immersion Program (HIP) ¹	Intensive Hospitality English Language Program (IHELP) ²
	2 weeks	15 weeks
Compulsory Expenses		
Tuition fees	2,000	5,925
Total Compulsory Academic Expenses	2,000	5,925
Half Board (only for PG/Master's students)	255	1,740
On-Campus double room (for IHELP with BBA only)	-	3,495
Full board (compulsory for BBA students)	-	2,395
Optional Accommodation		
Off-Campus double room ⁴	495	3,495
Off-Campus single room ⁴	795	5,295
Car parking		150

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants to PG Hospitality or Master/PG Executive only

2 15-week Intensive Hospitality English Language Program (IHELP) for applicants not meeting the programs' English level requirements

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

4 Off-campus accommodation managed by Les Roches Marbella is permitted for students in the graduate programs only

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€ (300€ for Executive program) 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, innovation lab and 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.)

- Career and internship guidance and professional development opportunities (industry visits, personalized counselling, job search, etc.)
- Health and wellbeing support (medical and counseling 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. All direct entry BBA or transfer students are required to purchase this compulsory digital learning resource (500€).

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.

Field trips

(compulsory for the concerned programs)

Field trips are a compulsory part of the program. Expenses are estimated and subject to change with currency variations and other factors. The field trip fee for the PGD IHM and MIHM's programs include transportation (to/from airports), flights, lodging, half board and other school-planned activities.

Fee associated with lodging and board

On-campus accommodation

On-campus accommodation is compulsory for undergraduate students during Semesters 1,3 and 4, with full board.

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 at 6,765€. 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 Semesters 6 and 7, as well as PGD and Master programs' students (except Executive students who are accommodated in a hotel). Les Roches Marbella offers off-campus accommodation near the campus. Off-campus accommodation and half board for Master students is not covered during the break between Semester 1 and Term 2. These students can also opt for their own accommodation. Off-campus accommodation will be confirmed once the full amount of offcampus accommodation (managed by Les Roches Marbella) and the downpayment have been received. The off-campus accommodation fee is not refundable. For further information on the off-campus accommodation managed by Les Roches Marbella please contact your Educational Counselor.

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/terms and internships. 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.

For 2022 the insurance with Sanitas is as follows: BBA1: 835€, BBA3: 415€, BBA4: 835€, BBA6: 415€, BBA7: 415€. HIP: 90€, PGD/PDD 835€ and Master 1,045€ (except executive programs).

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 oncampus 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.edu/apply/accepted-studentinformation/computer-policy.

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.

Downpayment (reservation)

New students: Upon receipt of the acceptance package and proforma invoice, a downpayment of 2,000€ for domestic students is to be paid within 15 days from the date on the acceptance letter, in euros, by bank transfer, credit card or online at 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 arrival date on campus, only the downpayment (reservation) and application fee will be retained in their account for the next two intakes.

If a returning student cancels his/her studies after the deadline of 15th of June (for the fall intake) or 1st December (for the spring 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

New Students:

Unless a payment plan contract has been approved, payments must be made in full in Euros no later than :

15th of June (for the September intake)

1st of December (for the March intake)

Returning Students:

15th of June (for the September intake)

1st of December (for the March intake)

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

Les Roches has partnered with Flywire to provide you with an easy and secure method of sending international payments.

Flywire allows you to:

- Track your payment from start to finish
- Pay from any country and any bank, even by credit card
- Save on bank fees and exchange rates
- Receive peace of mind with dedicated multilingual customer support

To proceed with your payment, follow the easy steps below:

1. Visit flywire.com/pay/lesrochesmarbella

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

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

The fees shown in this document apply only to residents in the Iberian Peninsula territory (Spain, Portugal, Andorra, and Gibraltar).

In order to qualify for Domestic Fees under this category, 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. Should you not meet the above requirements, please refer to the International Students Tuition Fees booklet available in the Admissions section of our website www.lesroches.edu

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 (subject to conditions). Applications must be made at least four months prior to the start of the intended semester of study.

Sponsorship

Sponsorship is a financial commitment by a sponsor (parent, legal guardian or any other person) where the sponsor undertakes to pay any fees and other charges on behalf of the student. Notwithstanding any sponsorship commitment as part of the application process, the student remains liable for any outstanding debt. Any reference in these Terms and Conditions to liability of students shall also infer liability on the sponsor of the student as the case may be and such liability is joint and several.

General enquiries

For new students:

Enrollment & Admissions Department

[+34 952 764 437](tel:+34952764437)

info@lesroches.es

lesroches.edu/es

For returning students:

Main switchboard

[+34 952 764 145](tel:+34952764145)

studentservices@lesroches.es

accounting@lesroches.es

academicsdept@lesroches.es

Campus address

Les Roches Marbella Global Hospitality

Education

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Malaga, Spain

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