

Valid for programs starting in  
Spring and Fall 2022

# Marbella Spain



## Fees and other expenses

## International 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		
<b>Compulsory Expenses</b>									
Tuition fees	18,335		17,550	17,550		14,710	14710		82,855
Learning resources and practical arts apparel	1,725		290	360		310	130		2,815
Health and accident insurance <sup>1</sup>	835		415	835		415	415		2,915
<b>Total Compulsory Academic Expenses</b>	<b>20,895</b>		<b>18,225</b>	<b>18,745</b>		<b>15,435</b>	<b>15,255</b>		<b>88,585</b>
Residential board (Full board S1&3, Half Board (S6 & S7)	3,075		3,075	3,075		2,235 <sup>3</sup>	2,235 <sup>3</sup>		13,695
On-Campus triple room <sup>2</sup>	4,095		4,095	4,095		N/A	N/A		12,285
<b>Total Compulsory Living Expenses</b>	<b>7,170</b>		<b>7,170</b>	<b>7,170</b>		<b>2,235</b>	<b>2,235</b>		<b>25,980</b>
<b>Optional Accomodation and Board</b>									
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 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 6 and 7, Direct Entry or first time transfers from other campuses to BBA 6 and 7 (upon availability) and full board is compulsory
- 3 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
<b>Compulsory Expenses</b>	
Tuition fees	22,820
Learning resources & Practical arts apparel	860
Health and accident insurance <sup>1</sup>	1,045
Business field trip to Dubai <sup>2</sup>	2,200
<b>Total Compulsory Academic Expenses</b>	<b>26,925</b>
Half board <sup>4</sup>	3,350
<b>Total Compulsory Living Expenses</b>	<b>3,350</b>
<b>Optional Accommodation</b>	
Off-Campus double room <sup>3</sup>	Term 1: 4,395, Term 2: 1,800
Off-Campus single room <sup>3</sup>	Term 1: 6,765 Term 2: 2,530
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 Includes return flights from Malaga airport to destination, lodging, half board, and company visits

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

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

\* 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
<b>Compulsory Expenses</b>	
Tuition fees	22,865
Learning resources	540
Health and accident insurance <sup>1</sup>	1,045
<b>Total Compulsory Academic Expenses</b>	
	24,450
Half board <sup>3</sup>	3,350
<b>Total Compulsory Living Expenses</b>	
	3,350
<b>Optional Accommodation</b>	
Off-Campus double room <sup>2</sup>	Term 1: 4,395 Term 2: 1,800
Off-Campus single room <sup>2</sup>	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 Term 1 and Term 2.

3 Half board compulsory for all students and does not cover the holiday period between Term 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
<b>Compulsory Expenses</b>	
Tuition fees	23,905
<b>Total Compulsory Academic Expenses</b>	
	23,905
Full board <sup>1</sup>	2,015
<b>Total Compulsory Food Expenses</b>	
	2,015
Optional	
Accommodation and transfers <sup>2</sup>	3,980
<b>Application fee</b>	
	275
<b>Administration fee*</b>	
	100
<b>Damage deposit (refundable)</b>	
	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

Breakdown of fees in Euros	HIP		Total including HIP
	2 weeks <sup>1</sup>	Term 1	
<b>Compulsory Expenses</b>			
Tuition fees	2,310	13,970	16,280
Learning resources		550	550
Health and accident insurance <sup>2</sup>	90	835	925
Business field trip to Dubai <sup>3</sup>		2,200	2,200
<b>Total Compulsory Academic Expenses</b>	<b>2,400</b>	<b>17,555</b>	<b>19,955</b>
Half board	255	2,235	2,490
<b>Total Compulsory Living Expenses</b>	<b>255</b>	<b>2,235</b>	<b>2,490</b>
<b>Optional Accomodation</b>			
Off-Campus double room <sup>4</sup>	495	4,395	
Off-Campus single room <sup>4</sup>	795	6,765	
Car parking		175	
<b>Application Fees</b>			
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 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Internship in Term 2)

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

4 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
<b>Compulsory Expenses</b>			
Tuition fees	15,330		15,330
Learning resources	355		355
Health and accident insurance <sup>1</sup>	835		835
<b>Total Compulsory Academic Expenses</b>	<b>16,520</b>		<b>16,520</b>
Half board	2,235		2,235
<b>Total Compulsory Living Expenses</b>	<b>2,235</b>		<b>2,235</b>
<b>Optional Accomodation</b>			
Off-Campus double room <sup>2</sup>	4,395		
Off-Campus single room <sup>2</sup>	6,765		
Car parking	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 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

# Postgraduate Executive Diploma in International Hotel Management (PGDE)

Breakdown of fees in Euros	Term 1	Term 2 Internship	Total
<b>Compulsory Expenses</b>			
Tuition fees	15,675		15,675
<b>Total Compulsory Academic Expenses</b>	<b>15,675</b>		<b>15,675</b>
Full board <sup>1</sup>	1,350		1,350
<b>Total Compulsory Living Expenses</b>	<b>1,350</b>		<b>1,350</b>
Hotel Accommodation in single room & Airport Transfers <sup>2</sup>	2,655		2,655
<b>Total Living Expenses (optional)</b>	<b>2,655</b>		<b>2,655</b>
<hr/>			
Application fee	275		
Administration fee*	100		
Damage deposit (refundable)	300		

<sup>1</sup> 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

<sup>2</sup> 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) <sup>1</sup> 2 weeks	Intensive Hospitality English Language Program (IHELP) <sup>2</sup> 15 weeks
<b>Compulsory Expenses</b>		
Tuition fees	2,310	6,960
Health and accident insurance <sup>3</sup>	90	420
<b>Total Compulsory Academic Expenses</b>	<b>2,400</b>	<b>7,380</b>
Half Board (only for PG/Master's students)	255	1,740
On-Campus triple room (for IHELP with BBA only)	-	3,195
Full board (compulsory for BBA students)	-	2,395
<b>Optional Accommodation</b>		
Off-Campus double room <sup>4</sup>	495	3,495
Off-Campus single room <sup>4</sup>	795	5,295

- 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.  
For Executive students requiring the HIP program, please note the accommodation will be in the off campus residence.

# 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 which must be paid in advance)
- 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 textbooks 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), as well as for all undergraduate direct entry and Semester Abroad students transferring to Les Roches Marbella for the first time (upon availability).

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 while the invoice by default will show triple room (for BBA).

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

##### **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.

Off-campus accommodation will be confirmed once the full amount of off-campus accommodation and the down payment 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. (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.edu/apply/accepted-studentinformation/computer-policy](http://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.

## Visa application procedure for accepted candidates

Students who 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 Master students who need an entry visa, it is imperative to request a one-year student visa type D and a 180 days type D visa for BBA and PGD students (not a tourist visa, except for the Executive Program). Please 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 the Embassy / Consulate will notify the candidate who then

must collect the original visa from the Embassy / Consulate.

Please note that it may take at least 2-3 months to obtain a student Visa.

Candidates with European Union passports do not require a visa.

## Downpayment (reservation)

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 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 arrival date on campus, 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 December (for the March 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 May ((for the fall intake)

15th of November (for the spring intake)

Returning Students:

15th of June (for the fall intake)

1st of December (for the spring intake)

Students will not be permitted to begin their studies until payment for the semester has been received.

Should a student opt for a payment plan, the dateline for instalments must be met to in order to begin studies. 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](https://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](https://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

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.

## 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 students 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](mailto:info@lesroches.es)

[lesroches.edu](https://lesroches.edu)

For returning students:

Main switchboard

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

[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



**R**

