

Marbella Spain



International Students



Terms and conditions



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, is only applicable when requesting a new application package to be couriered after the original one has already been 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.

Pre-payment (reservation)

New students: Upon receipt of the offer letter, a payment of €4000 is to be paid within 15 days from the date on the offer letter, in euros.

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.

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, meeting rooms, students kitchen and living room, 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 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 PGDHM and MIHM's

programs include transportation (to/from airports), flights, lodging, half board and other school-planned activities.

Fee associated with lodging and board Accommodation

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).

Accommodation managed by Les Roches is optional only for BBA Term 6 & 7, as well as PGD and Master program's students. Executives students will be accommodated in a hotel during their weeks on campus, except for the HIP Program.

After the pre-payment 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 double room (only for BBA).

Les Roches offers accommodation near the campus for BBA6&7, PGD and Master's students (except Executives, they are lodged in a hotel). Students can purchase accommodation through the school. This type of accommodation purchased through Les Roches will be confirmed only upon the receipt of the pre-payment and room fee. The payment is not refundable.

Accommodation and board for Master's students is not covered during the break between Term 1 and Term 2. Accommodation managed by Les Roches Marbella includes all costs relating to heating, electricity, maintenance, bed linen, housekeeping service (once per week), free wifi and residential kitchen facilities.

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 terms and internships. Students who do not provide a valid private health insurance will automatically be registered in Les Roches' private health insurance. 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 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.

This is an estimation based on a student with full board and accommodation managed by Les Roches Marbella.

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

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.

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.

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 pre-payment (reservation) and application fee will be retained.

If a student is dismissed or withdraws from the semester, only the fees covering the accommodation, board and insurance are reimbursed (proportional to the number of weeks remaining in the semester for accommodation and board, remaining months for insurance).

Any credits on account will be carried over and deducted from the invoice for the following semester and respectively refunded 3 months

after final check-out at the end of the program. Les Roches Marbella reserves the right to review and modify the tuition fees of each semester at any time and without notice.

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 pre-payment 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 deadline 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
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

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 (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.

Accreditations and recognitions

Accreditations

New England Commission of Higher Education

Les Roches Global Hospitality Education is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100, Burlington,
MA 01803-4514
(781) 425 7785
E-Mail: info@neche.org

Recognitions

Recognized as a degree-awarding institution by the education department of the Canton of Valais (Les Roches Crans-Montana)

Swiss higher education institutions and universities operated until 2015 without institutional accreditation. As a result, internationally renowned and highly ranked public and private institutions were not institutionally accredited in Switzerland.

Due to this unique and unusual situation, Les Roches, alongside other private institutions in Switzerland, opted for foreign institutional accreditation or local recognition of programs.

Les Roches currently holds:

- Institutional accreditation since 2006 from the New England Commission of Higher Education (NECHE), allowing graduates to transfer to other institutions with an internationally recognized degree.
- Program recognition since 2002 from the higher education authorities in charge of assessing and recognizing programs within the Valais region of Switzerland, allowing students to receive degrees endorsed by the local authorities. Les Roches academic programs are however not yet covered by the “Ordonnance du Conseil des hautes écoles sur la coordination de l’enseignement dans les hautes écoles suisses (CSHE)” of November 29, 2019, and thus do not provide automatic access to the Swiss higher education sector.

Constantly pursuing academic excellence, Les Roches actively seeks additional higher education accreditation in its continuing commitment to quality enhancement and to providing students with the best possible positioning to succeed in their future endeavors, both academically and professionally. As a result, Les Roches is entering the process of Swiss Institutional Accreditation, recently made available to Swiss private schools.

Les Roches remains available to clarify any questions related to the above statements and to support its graduates in the recognition of their academic credentials.

For further information, please contact our team below.

General enquiries

For new students:

Enrollment Department

+34 952 764 437

info@lesroches.es

lesroches.edu

For returning students:

Main switchboard

+34 952 764 145

studentservices@lesroches.es

accounting@lesroches.es

academics@lesroches.es

Campus address

Les Roches Marbella Global Hospitality
Education

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