



tuition & other fees

valid for Switzerland 2017

BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN INTERNATIONAL HOTEL MANAGEMENT

FEES BREAKDOWN (CHF) PER SEMESTER		YEAR 1		YEAR 2		YEAR 3		YEAR 4	TOTAL
		S1 Bluche	S2 Bluche	S3 Internship	S4 Bluche	S5 Internship ³	S6 Bluche	S7 Bluche	
FEES:									
Tuition		21,900	24,000		24,000		21,350	21,350	112,600
ADDITIONAL EXPENSES ALL STUDENTS:									
Application fee	250			INTERNSHIP		INTERNSHIP			
Damage deposit	1,000								
Double room		5,950	5,950		5,950		5,950	5,950	
Full board (compulsory)		4,450	4,450		4,450		4,450	4,450	
Learning resources (estimate)		1,650	550		600		550	550	
Health & accident insurance ²		750	1,500		1,500		750	750	
Uniform (service / kitchen)		550	300						
Kitchen			250						
ADDITIONAL EXPENSES SUBTOTAL:		13,350	13,000		12,500		11,700	11,700	62,250
COMPULSORY EXPENSES TOTAL:		35,250	37,000	36,500	33,050	33,050			

DIPLOMA IN HOTEL MANAGEMENT

FEES BREAKDOWN (CHF) PER SEMESTER		YEAR 1		YEAR 2		YEAR 3		TOTAL	
		S1 Bluche	S2 Bluche	S3 Internship	S4 Bluche	S5 Internship	S6 Internship		
FEES:									
Tuition		21,900	24,000		24,000			69,900	
ADDITIONAL EXPENSES ALL STUDENTS:									
Application fee	250			INTERNSHIP		INTERNSHIP	INTERNSHIP		
Damage deposit	1,000								
Double room		5,950	5,950		5,950				
Full board (compulsory)		4,450	4,450		4,450				
Learning resources (estimate)		1,650	550		600				
Health & accident insurance ²		750	1,500		2,250				
Uniform (service / kitchen)		550	300						
Kitchen toolkit			250						
ADDITIONAL EXPENSES SUBTOTAL:		13,350	13,000		13,250				
COMPULSORY EXPENSES TOTAL:		35,250	37,000	37,250					

Footnotes for BBA & Diploma: ¹Lodging and full board compulsory. ²Health & accident insurance includes academic semesters & upcoming internship semesters. Some students may be exempt, please refer to the 'Insurance' chapter in the terms & conditions. ³Students who choose the Culinary Business Management BBA specialization should refer to the 'Culinary Business Management specialization' chapter in the terms & conditions. **Please note:** Students may choose to take additional elective courses. Please refer to the 'Elective Courses' chapter in the terms & conditions.

BACHELOR OF BUSINESS ADMINISTRATION IN GLOBAL HOSPITALITY MANAGEMENT

FEES BREAKDOWN (CHF) PER SEMESTER		YEAR 1		YEAR 2		YEAR 3		YEAR 4	TOTAL
		S1 Switzerland	S2 China	S3 Spain	S4 Internship	S5 Switzerland	S6 Internship	S7 Switzerland	
FEES:									
Tuition		26,000	26,000	26,000		26,000		26,000	130,000
ADDITIONAL EXPENSES ALL STUDENTS:									
Application fee	250				INTERNSHIP		INTERNSHIP		
Damage deposit	1,000								
Double room		5,950	2,050	3,900		5,950		5,950	
Full board (compulsory)		4,450	2,050	2,850		4,450		4,450	
Health insurance ²		750	450	850		1,500		750	
Additional Fees ³		1,950	1,350	1,450		450		1,050	
ADDITIONAL EXPENSES SUBTOTAL:		13,100	5,900	9,050		12,350		12,200	52,600
COMPULSORY EXPENSES TOTAL:		39,100	31,900	35,050	38,350	38,200			

INTENSIVE ENGLISH LANGUAGE & SERVICE PROGRAM (IELSP)⁴

FEES BREAKDOWN (CHF) PER SEMESTER		YEAR 1		TOTAL
		S1A Bluche	S1B Bluche	
FEES:				
Tuition		14,200	14,200	28,400
ADDITIONAL EXPENSES ALL STUDENTS:				
Application fee	250			
Damage deposit	1,000			
Double room		5,950	5,950	
Full board (compulsory)		4,450	4,450	
Learning resources (estimate) ⁷		1,650	350	
Health & accident insurance ⁵		750	750	
Uniform (service / kitchen)		550		
ADDITIONAL EXPENSES SUBTOTAL:		13,350	11,500	24,850
COMPULSORY EXPENSES TOTAL:		27,550	25,700	

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)⁶

FEES BREAKDOWN (CHF) PER SEMESTER		YEAR 1
		S1 Bluche
FEES:		
Tuition		6,500
ADDITIONAL EXPENSES ALL STUDENTS:		
Application fee	250	
Damage deposit	1,000	
Double room		5,950
Full board (compulsory)		4,450
Books and materials (estimate)		350
Health & accident insurance ⁵		750
ADDITIONAL EXPENSES SUBTOTAL:		11,500
TOTAL:		18,000

Footnotes for Global BBA, IELSP & IELP: ¹ Lodging and full board compulsory. ² Health insurance includes academic semesters & upcoming internship semesters. ³ Includes books, uniform, kitchen toolkit and support coordination. ⁴ Intensive English Language and Service Program covers the equivalent of semester 1 of the Hotel Management Diploma / Bachelor of Business Administration. Please refer to the corresponding fees for the remaining semesters. ⁵ Some students may be exempt, please refer to the 'Insurance' chapter in the terms & conditions. ⁶ This program is only offered in conjunction with one of our hospitality programs. ⁷ Please refer to the 'Learning Resources' chapter in the terms & conditions. **Please note:** Students may choose to take additional elective courses. Please refer to the 'Elective Courses' chapter in the terms & conditions. **Please note:** The terms and conditions for the Global Bachelor degree vary for each campus. Please refer to the full 'Tuition and Other Fees' document for the Global degree on our website: www.lesroches.edu/global-degree

POSTGRADUATE DIPLOMA (PGD)¹ / HIGHER DIPLOMA (PGHD) IN INTERNATIONAL HOSPITALITY ADMINISTRATION

FEES BREAKDOWN (CHF) PER SEMESTER	YEAR 1		YEAR 2		TOTAL
	S1 Bluche	S2 Bluche	S3 Bluche	S4 Internship	
FEES:					
Tuition	18,350	18,350	19,400		56,100
ADDITIONAL EXPENSES ALL STUDENTS:					
Application fee	250			INTERNSHIP	
Damage deposit	1,000				
Double room		5,950	5,950		
Full board (compulsory)		4,450	4,450		
Books and materials (estimate)		650	300		
Health & accident insurance ²		750	1,500		
Uniform (service / kitchen) and kitchen toolkit		1,050			
ADDITIONAL EXPENSES SUBTOTAL:		12,850	12,200		
COMPULSORY EXPENSES TOTAL:		31,200	30,550	30,850	

MBA IN HOSPITALITY

FEES BREAKDOWN (CHF) PER SEMESTER	YEAR 1		TOTAL
	S1 Bluche	S2 Bluche	
FEES:			
Tuition ³	25,050	25,050	50,100
ADDITIONAL EXPENSES ALL STUDENTS:			
Application fee	250		
Damage deposit	1,000		
Double room		5,950	5,950
Full board (compulsory)		4,450	4,450
Books and materials (estimate)		750	500
Health & accident insurance ⁴		750	750
ADDITIONAL EXPENSES SUBTOTAL:		11,900	11,650
COMPULSORY EXPENSES TOTAL:		36,950	36,700

MASTER IN HOSPITALITY LEADERSHIP

FEES BREAKDOWN (CHF) PER SEMESTER	YEAR 1		TOTAL
	S1 Bluche	S2 Bluche	
FEES:			
Tuition	20,300	20,300	40,600
ADDITIONAL EXPENSES ALL STUDENTS:			
Application fee	250		
Damage deposit	1,000		
Double room		5,950	5,950
Full board (compulsory)		4,450	4,450
Books and materials (estimate)		750	500
Health & accident insurance ⁴		750	750
ADDITIONAL EXPENSES SUBTOTAL:		11,900	11,650
COMPULSORY EXPENSES TOTAL:		32,200	31,950

Footnotes for PGD, PGHD, MBA & Mhl: ¹ Postgraduate Diploma in 'Hospitality Administration' = Semester 1+2+4, and Postgraduate Higher Diploma in 'Hospitality Management' = semester 1+2+3+4.

² Health & accident insurance includes academic semesters & upcoming internship semesters. Some students may be exempt, please refer to the 'Insurance' chapter in the terms & conditions. Students enrolled on the PGHD program will be charged CHF 750 for insurance in semester 2, and 1,500.- for insurance in semester 3 to cover the upcoming internship. ³ Includes half board, return flights from Switzerland to USA and lodging for 2-week Chicago trip in semester 2 (MBA only). ⁴ Please refer to the 'Insurance' chapter in the terms & conditions. **Please note:** Students may choose to take additional elective courses. Please refer to the 'Elective Courses' chapter in the terms & conditions.

FEES COVER

Tuition, professional development courses, school nurse, some events and facilities (i.e. conferences, leisure and sports activities, library), administration costs, laundry and ironing of professional clothes (kitchen and service), other school supplies, visitor's tax, cantonal and communal taxes (only if living in campus accommodation), administration charges for the visa and work permit (excluding where there are legal and court charges, if the visa or permit is refused and an appeal is made), administration charges for internship(s), Swiss VAT, membership for the Alumni Association of Les Roches, tutoring (when necessary), industry presentations, examiner fees and career counseling. Any unused services, clothes, school supplies, benefits, etc. included in the main fees are not refundable.

ADDITIONAL EXPENSES COVER

Application fee, damage deposit, double room accommodation in Bluche or Crans-Montana, full board, books and learning resources, uniforms (kitchen and service) and health & accident insurance (professional and non-professional).

Parking, single accommodation, personal expenses including travel to and from the school and the internship site and pocket money are not included.

ROOM, BOARD & PARKING

Room and board fees include accommodation in a double room in Bluche or Crans-Montana, full board (3 meals a day, 5 days a week, as well as brunch and dinner on Saturdays and Sundays). Subject to availability, students can book a single room for an additional fee to the double room. As single room accommodation at Les Roches is limited, students will automatically be secured a standard double room once pre-payment is made. However, students will also receive instructions by email about how to make room reservations in our lodging system, with the option to choose a single room (subject to conditions and availability).

The prices below are in Swiss francs, per person and per semester in addition to the double room fee:

ROOM / PARKING	PRICE (CHF)	LOCATION
Single room supplement	2,100	All buildings
permit	600	Assigned parking in Bluche

The half board option, available at a discount of CHF 1,200 per semester, is only open to students living at *Les Cheminots* building or in buildings in Crans-Montana, or to students living off campus with written approval from the campus director. Students who choose the half board option are responsible for their own dinner and weekend meals.

NON-SMOKING POLICY

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

LEARNING RESOURCES

As of October 2016 onwards, all first semester bachelor degree students (excluding global bachelor degree students) and intensive English Language and service program students (IELSP) 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 through the school for an additional cost. For all returning and direct entry students, this fee covers the cost for books and materials.

LAPTOP POLICY

Students will need to have individual access to our intranet website, which hosts student information, including support and teaching documents and other learning resources. Students will also need to use internet for their project research, to access on-line library resources or e-mails. Two options are available to meet our requirements:

1. Students may bring their own laptop provided it meets the institution's requirements. Specifications will be sent directly to the student upon confirmation of enrollment and are also published on our website (www.lesroches.edu).
2. Students may purchase their personal laptop through Les Roches for a fee of CHF 2,300. More details are available on the Les Roches website.

ELECTIVE COURSES

Subject to schedule availability and classroom size (minimum 5 students), students can choose to take additional elective courses from semesters 6 & 7 of the BBA program. This will incur a cost of CHF 3,000 per course and each course bears 3 credits. Please contact the Academic Dean for further information.

CULINARY BUSINESS MANAGEMENT SPECIALIZATION

Students who choose the BBA specialization in Culinary Business Management can complete an additional professional development program at another Les Roches branch campus or partner school at the discretion of Les Roches. For this program, an additional fee of approximately CHF 12,750 (subject to change) will be charged (fee covers tuition, accommodation, uniforms and books).

OTHER EXPENSES

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

INSURANCE

Health and accident insurance is mandatory in Switzerland, thus students are required to take the health and accident insurance provided by the school which covers them when on campus and on internship.

However, if students have a private valid insurance cover equivalent to the Swiss health insurance cover scheme, they have to follow the procedure to be exempted by the Swiss authorities (information about exemption and validation of foreign insurance plans are available from Admissions). If students fail to complete this procedure, prior to their registration on campus, they will automatically be registered with the insurance provided by the school at the most competitive rate which may vary from one semester to another.

Students who have been granted the exemption by Swiss authorities are responsible for verifying the validity of their private health and accident insurance cover in Switzerland and on internship in Switzerland or abroad; the school will not cover any health or accident related expenses.

Personal and private insurance to cover issues such as damage or theft of personal property are not mandatory but are strongly recommended. Les Roches cannot be held responsible for the theft of personal belongings, student damage or third party insurance.

DAMAGE DEPOSIT

A refundable damage deposit of CHF 1,000 is required to cover any damage caused to Les Roches property by the student during his/her studies. It is payable at the time of the first semester's invoice and is refundable three months after final check-out (completion of studies).

SCHOLARSHIPS

Les Roches provides a limited number of scholarships for new students. The scholarships are competitive and linked to Les Roches's admissions strategy which aims to assist motivated young people to study at our institution. Each scholarship has specific criteria and eligibility for a scholarship is examined on a case-by-case basis for those students who have submitted a complete application.

Returning students faced with extreme financial difficulty may apply with the registrar for Financial Aid (subject to conditions). Applications must be made at least four months prior to the start of the intended semester of study.

APPLICATION FEE

A fee of CHF 250 is required with each application. Complete credit card information must be provided on the application form. This fee is not refundable.

PRE-PAYMENT

New students: upon acceptance of your application, a pre-payment of CHF 3,000 must be paid within 20 days from the date of the acceptance letter, in Swiss francs, by bank transfer, credit card or online at lesroches.flywire.com. This pre-payment confirms your place in the program and is refundable if a formal written cancellation is received before 15th May (for the summer intake), 15th September (for BBA1 October intake) or 15th November (for the winter intake). The pre-payment is deducted from the first semester's invoice.

Please note: if the student postpones his/her studies after the pre-payment has been made, the balance will be carried forward for the next intake only. If a student postpones to the next intake and subsequently cancels no refund of the pre-payment will be made.

LATE CANCELLATION FEE

If the new or returning student cancels his/her studies after the deadline of 15th May for the summer intake, 15th September for the BBA1 October intake and 15th November for the winter intake and without a written notification, a late notice fee of CHF 3,000 will be charged to the student account.

PAYMENTS

Payments must be made in full in Swiss francs no later than the 15th November (for the winter intake) and no later than the 15th May (for the summer intake), unless a payment plan contract has been approved. Payments can be made by bank transfer, check, credit card or online at lesroches.flywire.com. Students will not be permitted to begin their studies until payment for the semester has been received. Swiss Residence permits, academic diplomas and degrees are only delivered / awarded when all fees and charges have been paid.

REFUND POLICY AND REVIEW OF FEES

The tuition fees paid for each semester are not refundable. If a student cancels before the official arrival date on campus, only the pre-payment 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 reserves the right to review and modify the tuition fees of each semester at any time and without notice. To maintain the standards expected from the institution, the fees are reviewed annually.

METHOD OF PAYMENTS

Payments by bank transfer are to be made to:
UBS SA, 1002 Lausanne, Switzerland

Beneficiary's Name: GESTHOTEL Sàrl,
Hotel Management School Les Roches
Account Number: 243-H6167514.0
Swift Address: UBSWCHZH80A
IBAN: CH1600243243H61675140

Please make sure that the bank indicates the student's name and student number on the payment advice slip for the bank transaction.

INTERNSHIP (WHEN APPLICABLE)

All students are 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 industry, and a wide choice of training possibilities are offered to students in large, medium or small companies, in Switzerland or abroad. However, some countries can be restricted by Government visa and work permit policies as well as language requirements. Although internships are generally paid by the employer, the remuneration received cannot be expected to finance studies at Les Roches.

VISA PROCEDURE FOR ACCEPTED CANDIDATES

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 STUDENT VISA (not a tourist visa). Students are strongly advised to apply immediately as it takes at least 2 months to obtain a visa.

Candidates must make a personal request at the Swiss Embassy / Consulate in their country of residence and present the school's attestation. Once the visa is approved (after 6 to 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, and those from countries with which Switzerland has bilateral agreements, need only to send the required documents to the school.

Please note: copy of authorization to collect the visa will only be sent to the candidate if the pre-payment has been made within 20 days of the date of acceptance.

LES ROCHES INTERNATIONAL SCHOOL OF HOTEL MANAGEMENT ADMISSIONS ADDRESS

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