

Valid for programs starting in
February and September 2020

Crans-Montana Switzerland



Fees and other expenses



Terms and conditions



Bachelor of Business Administration in Global Hospitality Management (BBA)

	Year 1		Year 2		Year 3		Year 4	
Breakdown of fees in CHF	S1	S2 Internship	S3	S4	S5 Internship	S6	S7	Total
Compulsory Expenses								
Tuition fees	23,900		23,900	23,900		23,900	23,900	119,500
Learning resources and practical arts apparel	2,800		450	450		450	450	4,600
Health and accident insurance ¹	1,700		850	1,700		850	850	5,950
Total Compulsory Academic Expenses	28,400		25,200	26,050		25,200	25,200	130,050
Residential board	4,450		4,450	4,450		3,250 ³	3,250 ³	19,850
On-Campus double room ²	5,950		5,950	5,950				17,850
Total Compulsory Living Expenses	10,400		10,400	10,400		3,250	3,250	37,700
Optional Accomodation and Board								
On-Campus double room ²						5,950	5,950	
On-Campus single room upgrade (additional)	2,100		2,100	2,100		2,100	2,100	
Car parking	500		500	500		500	500	
Residential Board upgrade (additional) ³						1,200	1,200	

Laptop (device & service support - optional)	2,300
Application fee	275
Administration fee	150
Damage deposit (refundable)	1,000

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

2 External accommodation is only an option for returning students in Semester 6 and 7. Direct Entry BBA 6 and 7, or first-time transfers from other campuses, must instead take campus accommodation

3 For students living off campus (optional in Semester 6 and 7), half board is compulsory with the option to upgrade to full (residential) board

Postgraduate Diploma in International Hospitality Management (PGD)

Breakdown of fees in CHF	HIP	Year 1		Total
	2 weeks ¹	S1	Internship	
Compulsory Expenses				
Tuition fees		20,800		20,800
Learning resources		550		550
Health and accident insurance ²		1,700		1,700
Business field trip ³		2,500		2,500
Total Compulsory Academic Expenses		25,550		25,550
Half board		3,250		3,250
Total Compulsory Living Expenses		3,250		3,250
Optional Accommodation and Board				
On-Campus double room ⁴		5,950		
On-Campus single room upgrade (additional)		2,100		
Car parking		500		
Residential Board upgrade (additional) ⁵		1,200		
Laptop (device & service support - optional)		2,300		
Application fee		275		
Administration fee		150		
Damage deposit (refundable)		1,000		

- 1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 6
- 2 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Semester 2)
- 3 Includes return flights from Switzerland to destination, lodging, half board, and company visits

- 4 External accommodation (off campus) is permitted for students in the PGD program
- 5 For students living off campus, half board is compulsory with the option to upgrade to full (residential) board

(September intake)

Master in Hospitality Strategy & Digital Transformation*

Breakdown of fees in CHF	HIP		Year 1		Total
	2 weeks ¹	S1	S2	Internship/ Capstone	
Compulsory Expenses					
Tuition fees		19,500	21,500		41,000
Digital Coding Boot Camp ²		2,000	-		2,000
Learning resources		550	550		1,100
Health and accident insurance ³		850	1,700		2,550
Business field trip ⁴		-	2,000		2,000
Total Compulsory Academic Expenses		22,900	25,750		48,650
Half board		3,250	3,250		6,500
Total Compulsory Living Expenses		3,250	3,250		6,500
Optional Accommodation and Board					
On-Campus double room ⁵		5,950	5,950		
On-Campus single room upgrade (additional)		2,100	2,100		
Car parking		500	500		
Residential Board upgrade (additional) ⁶		1,200	1,200		
Laptop (device & service support - optional)		2,300			
Application fee		275			
Administration fee		150			
Damage deposit (refundable)		1,000			

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 6

2 Six weeks of intensive development in digital coding

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

4 Includes return flights from Switzerland to destination, lodging, half board, and company visits

5 External accommodation (off campus) is permitted for students in the Master program

6 For students living off campus, half board is compulsory with the option to upgrade to full (residential) board

Master of Business Administration in Global Hospitality Management (MBA)

Breakdown of fees in CHF	HIP	Year 1		Total
	2 weeks ¹	S1	S2	
Compulsory Expenses				
Tuition fees		21,950	25,000	46,950
Learning resources		550	550	1,100
Health and accident insurance ²		850	850	1,700
Two business field trips ³		4,200	4,200	8,400
Total Compulsory Academic Expenses		27,550	30,600	58,150
Half board		3,250	3,250	6,500
Total Compulsory Living Expenses		3,250	3,250	6,500
Optional Accommodation and Board				
On-Campus double room ⁴		5,950	5,950	
On-Campus single room upgrade (additional)		2,100	2,100	
Car parking		500	500	
Residential Board upgrade (additional) ⁵		1,200	1,200	
Optional Expenses				
Laptop (device & service support - optional)		2,300		
Application fee		275		
Administration fee		150		
Damage deposit (refundable)		1,000		

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 6

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

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

4 External accommodation (off campus) is permitted for students in the MBA program

5 For students living off campus, half board is compulsory with the option to upgrade to full (residential) board

Pre-Sessional Programs

Breakdown of fees in CHF	Hospitality Immersion Program (HIP) ¹	Intensive Hospitality English Language Program (IHELP) ²
	2 weeks	6 weeks
Compulsory Expenses		
Tuition fees	2,600	4,000
Health and accident insurance ³	90	225
Total Compulsory Academic Expenses	2,690	4,225
Residential board		1,335
On-Campus double room		1,680
Half board	325	
Total Compulsory Living Expenses	325	3,015
Optional Accommodation and Board		
On-Campus double room ⁴	560	
On-Campus single room upgrade (optional)	210	630
Car parking		200
Residential Board upgrade (additional) ⁵	120	

- 1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants
- 2 Six-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 External accommodation (off campus) is permitted for students in the graduate program
- 5 For students living off campus, half board is compulsory with the option to upgrade to full (residential) board

The compulsory academic and living expenses cover the following:
 Accommodation on the Crans-Montana campus, meals according to half board/full board option, print and digital learning resources, practical arts apparel, and health and accident insurance (professional and non-professional).
 The compulsory academic and living expenses do not cover optional fees and additional expenses, such as:
 Personal out-of-pocket expenses (including travel to and from the campus and the site of the student's internship), a laptop, resit fees, retake fees

Terms and Conditions

Application Fee

A non-refundable fee of CHF 275 is required with each application for Les Roches Global Hospitality Education. Please see section on “Method of Payment”.

Administration Fee

One-time administrative cost related to cantonal and communal fees, including but not limited to, residence tax, student Visas, and residence permits.

Damage Deposit

A refundable damage deposit of CHF 1,000 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.

The deposit covers any costs due to damage to Les Roches property 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. student gym, student events space, etc.) and access to sports activities and training
- Career and internship guidance and professional development opportunities (career fair, industry workshops, personalised counselling, job search, etc.)
- Health and wellbeing support (basic medical and counselling support by campus nurses, campus counsellor)
- On-campus security service 24/7h through Les Roches Campus Security
- Free membership and access to off-campus services through International SOS (e.g. while on internship) such as medical and travel security assistance (incl. 6 days pre-arrival and post-departure to and from Crans-Montana)
- 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)
- Cantonal and communal taxes
- Communal benefits card “My Explorer Card” (granting free access to specific outdoor activities, bus services, lifts, etc. in Crans-Montana and neighbouring communities during specific periods) for students living on campus. For more information, please consult crans-montana.ch/myexplorercard.
- Swiss regional administration charges for Visa and resident permit (excluding where there are legal and court charges if the Visa or work permit has been refused and an appeal has been made by the student)

- Swiss VAT
- 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. For direct entry BBA students the purchase of the iPad and the digital learning resources (CHF 1,000) is compulsory.

A detailed overview of the different learning resources can be provided upon request once on campus.

Laptop (device & service support – optional)

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. On the Crans-Montana campus, students have the following options:

1. **Buying a laptop through Les Roches (optional)**
For a fee of CHF 2,300, students can buy a latest model laptop through Les Roches along with extended warranty and support through the school IT team. More details are available on the Les Roches website lesroches.edu/admissions/accepted-students/computer-policy/
2. **Bringing a personal laptop**
Students may bring their own laptop which must however meet the school's specifications as per the Laptop Policy which can be consulted at lesroches.edu/admissions/accepted-students/computer-policy/

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, Master and MBA 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, as well as for all undergraduate direct entry and undergraduate exchange students transferring to Les Roches Crans-Montana for the first time. The standard rate covers accommodation in a shared Double Room. 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, full payment of fees before the deadline and an additional fee (see fee table), students can aim at securing one of the limited number of single rooms via the platform on a 'first-come, first-served' basis. Students' 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.

Full (residential) or half board

Full board in Crans-Montana includes three meals a day, five days a week, as well as brunch and dinner on Saturdays and Sundays.

For students, who received written approval from the Campus Facility Manager to live off campus, the compulsory half board option can be upgraded to full board upon additional payment. Students on half board are responsible for their own dinner and weekend meals.

Insurance

Health insurance coverage is compulsory by law in Switzerland. Therefore all students are automatically covered with the insurance provided by the school. This covers them for health and accident, while on campus and on internship, at the most competitive rate, which may vary from one semester to another.

However, if a student has a private, valid insurance cover equivalent to the Swiss health insurance cover scheme, they may request to get exempted by the Swiss authorities before their arrival on campus. Failure to complete the request, the insurance provided by the Institution will apply. Information about the exemption and comparison between private and school insurance is available from the Admissions department or from the Les Roches website lesroches.edu.

Students keeping their private health and accident cover are responsible for verifying that their documents are valid while in Switzerland or abroad.

Les Roches will not cover any related expenses. Personal and private insurance, to cover issues such as damage or theft of personal property, is not compulsory but is strongly recommended and is the student's responsibility.

Les Roches cannot be held responsible for the theft of personal belongings, student damage or third party insurance. The health insurance fee for the internship semester(s) will be charged on the invoice for the previous on-campus semester.

Personal expenses

It is estimated that students require on average sum of CHF 500 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)

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

As some students will require a student Visa to enter Switzerland, they are kindly requested to verify Visa requirements for their nationality and apply at the right time.

To see if a student Visa is needed to study in Switzerland, please visit the official Swiss website: sem.admin.ch/content/sem/en/home/themen/einreise/faq.html

For the Visa application procedure and required documents, please refer to our website: lesroches.edu/admissions/accepted-students/pre-arrival-information/

Please note that it may take at least 2-3 months to obtain a student Visa. Once the acceptance package is received, new students should apply for their Visa as soon as possible and speak with an Educational Counselor for any questions about the procedure.

Downpayment (reservation)

New students: Upon receipt of the acceptance package and proforma invoice, a downpayment of CHF 5,000 is to be paid within 15 days from the date on the acceptance letter, in Swiss francs, by bank transfer, credit card or online at lesroches.flywire.com.

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) will be retained (see above). If a returning student cancels his/her

studies after the deadline mentioned below and without a written notification, a late cancellation fee of CHF 3,000 will be charged to the student's account:

New students : 15th of May
(for the September intake)

15th of November
(for the February intake)

Returning students : 15th of June
(for the September intake)

1st of December
(for the February 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

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

New students : 15th of May
(for the September intake)

15th of November
(for the February intake)

Returning students : 15th of June
(for the September intake)

1st of December
(for the February intake)

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 transcripts and degrees are only delivered / awarded upon full settlement of all outstanding fees.

Method of payment

Option 1

Direct bank transfer

CREDIT SUISSE (SWITZERLAND) LTD

Beneficiary's name: Gesthôtel Sàrl

Account number: 2672725-01

Swift address: CRESCHZZ80A

IBAN CH44 0483 5267 2725 0100 0

Please ensure the bank indicates the student's full name and 6-digit student number on the payment advice slip for the bank transaction to facilitate payment allocation.

Option 2

Flywire (bank transfer & credit card accepted)

1. Visit lesroches.flywire.com
2. Choose your country and the payment amount in CHF
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 lesroches.flywire.com

Option 3

Credit card

For credit card payments, please contact directly the accounting department : studentsaccounting@lesroches.edu

Review of fees

Les Roches reserves the right to review and modify the tuition fees of each semester at any time and without notice.

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

General enquiries

International Enrollment Team
Les Roches Global Hospitality Education
+41 (0)21 989 26 44
info@lesroches.edu
studentsaccounting@lesroches.edu
(returning students)
lesroches.edu

Campus address

Les Roches Global Hospitality Education
Route des Moulinettes 2
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International enrollment team

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