

tuition &
other fees

valid for 2015

BACHELOR OF BUSINESS ADMINISTRATION IN INTERNATIONAL HOTEL MANAGEMENT

FEES BREAKDOWN (CHF)	SEMESTER:	1 ¹	2 ²	3 ¹	4 ¹	5	6	7		
Application fee	100		INTERNSHIP			INTERNSHIP				
Damage deposit	1,000									
MAIN FEES										
Tuition		21,450			22,550		22,550		20,950	20,950
Double room		5,850			5,850		5,850		5,850	5,850
Full board (compulsory)		4,350			4,350		4,350		4,350	4,350
OTHER FEES										
Books and materials (estimate) ³		750			550		1,000		550	550
Health & accident insurance ⁴		1,500			750		1,500		750	750
Uniform (service / kitchen)		530			250					
Kitchen tool kit				230						
TOTAL:		34,430		34,530	35,250		32,450	32,450		

¹ Lodging and full board compulsory. ² As per summer 2015 internship will move to S3 ³ Direct entry students might have to pay an additional amount for books.

⁴ Health & accident insurance includes academic semesters & upcoming internship semesters. Please refer to the 'Insurance' chapter in the terms & conditions.

Please note: Students who choose the BBA specialization in Culinary Business Management will spend an additional professional development semester in the USA at Kendall College, or in Jordan at the Royal Academy of Culinary Arts. For this semester, an additional fee of CHF 12,000.- will be charged (fee covers tuition, accommodation, uniforms and books).

HOTEL MANAGEMENT DIPLOMA

FEES BREAKDOWN (CHF)	SEMESTER:	1 ¹	2 ²	3 ¹	4 ¹	5	6	
Application fee	100		INTERNSHIP			INTERNSHIP	INTERNSHIP	
Damage deposit	1,000							
MAIN FEES								
Tuition		21,450			22,550			22,550
Double room		5,850			5,850			5,850
Full board (compulsory)		4,350			4,350			4,350
OTHER FEES								
Books and materials (estimate)		750			550			1,000
Health & accident insurance ³		1,500			750			2,250
Uniform (service / kitchen)		530			250			
Kitchen tool kit				230				
TOTAL:		34,430		34,530	36,000			

¹ Lodging and full board compulsory. ² As per summer 2015 internship will move to S3 ³ Health & accident insurance includes academic semesters & upcoming internship semesters. Please refer to the 'Insurance' chapter in the terms & conditions.

BACHELOR OF BUSINESS ADMINISTRATION IN GLOBAL HOSPITALITY MANAGEMENT

FEES BREAKDOWN (CHF)	SEMESTER:	1 ¹ Switzerland	2 China	3 ¹ Spain	4 -	5 Switzerland	6 -	7 Switzerland		
Application fee	100				INTERNSHIP		INTERNSHIP			
Damage deposit	1,000									
MAIN FEES										
Tuition		24,250	24,250	24,250				24,250		24,250
Double room		5,850	2,100	3,600				5,850		5,850
Full board (compulsory)		4,350	1,750	3,400				4,350		4,350
OTHER FEES										
Health insurance ²		750	415	930				1,500		750
Additional Fees ³		1,915	1,285	770		330		1,015		
TOTAL:		37,115	29,800	32,950		36,280		36,215		

¹ Lodging and full board compulsory. ² Health insurance includes academic semesters & upcoming internship semesters.

³ Includes books, uniform, kitchen toolkits and support coordination.

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

INTENSIVE ENGLISH LANGUAGE & SERVICE PROGRAM¹

FEES BREAKDOWN (CHF)	SEMESTER:	1A ²	1B ²
Application fee	100		
Damage deposit	1,000		
MAIN FEES			
Tuition		13,900	13,900
Double room		5,850	5,850
Full board (compulsory)		4,350	4,350
OTHER FEES			
Books and materials (estimate)		550	350
Health & accident insurance ³		750	1,500
Uniform (service / kitchen)		530	
TOTAL:		25,930	25,950

¹ 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.

² Lodging and full board compulsory.

³ Please refer to the 'Insurance' chapter in the terms & conditions.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

FEES BREAKDOWN (CHF)	SEMESTER:	1 ¹
Application fee	100	
Damage deposit	1,000	
MAIN FEES		
Tuition		6,350
Double room		5,850
Full board (compulsory)		4,350
OTHER FEES		
Books and materials (estimate)		350
Health & accident insurance ²		750
TOTAL:		17,650

¹ Lodging and full board compulsory.

² Please refer to the 'Insurance' chapter in the terms & conditions.

Please note: This program is only offered in conjunction with one of our hospitality programs.

POSTGRADUATE DIPLOMA¹ / HIGHER DIPLOMA IN INTERNATIONAL HOSPITALITY ADMINISTRATION

FEES BREAKDOWN (CHF)	SEMESTER:	1	2	3	4
Application fee	100				INTERNSHIP
Damage deposit	1,000				
MAIN FEES					
Tuition		18,250	18,250	19,400	
Double room		5,850	5,850	5,850	
Full board (compulsory)		4,350	4,350	4,350	
OTHER FEES					
Books and materials (estimate)		850	400	300	
Health & accident insurance ²		750	1,500	750	
Uniform (service / kitchen) and kitchen tool kit		1,010			
TOTAL:		31,060	30,350	30,650	

¹ Postgraduate Diploma in 'Hospitality Administration' = Semester 1+2+4.
Postgraduate Higher Diploma in 'Hospitality Management' = semester 1+2+3+4.

² Health & accident insurance includes academic semesters & upcoming internship semesters. Please refer to the 'Insurance' chapter in the terms & conditions.

MBA IN HOSPITALITY MANAGEMENT

FEES BREAKDOWN (CHF)	SEMESTER:	1	2
Application fee	100		
Damage deposit	1,000		
MAIN FEES			
Tuition		22,300	22,300
Double room		5,850	5,850
Full board (compulsory)		4,350	4,350
OTHER FEES			
Books and materials (estimate)		750	750
Health & accident insurance ¹		750	750
TOTAL:		34,000	34,000

¹ Please refer to the 'Insurance' chapter in the terms & conditions.

MASTER OF SCIENCE IN HOSPITALITY LEADERSHIP

FEES BREAKDOWN (CHF)	SEMESTER:	1	2
Application fee	100		
Damage deposit	1,000		
MAIN FEES			
Tuition		19,900	19,900
Double room		5,850	5,850
Full board (compulsory)		4,350	4,350
OTHER FEES			
Books and materials (estimate)		750	750
Health & accident insurance ¹		750	750
TOTAL:		31,600	31,600

¹ Please refer to the 'Insurance' chapter in the terms & conditions.

MAIN FEES COVER

Tuition, 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 non-refundable.

OTHER FEES COVER

Application fee, damage deposit, books, uniforms (kitchen and service), health & accident insurance (professional and non-professional) and laptop.

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. Single room accommodation at Les Roches is limited, therefore rooms are pre-registered to students on a first-paid, first-served basis (pre-payment and single room supplement), but are allocated only upon the reception of the full payment of the school fees, before the deadline of 15th November (for the winter intake) or 15th May (for the summer intake).

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	1,850	All buildings
Parking permit	500	Assigned parking in Bluche

Any students living off campus, subject to the campus director's written approval and Semesters 4-7/PGD/MBA students living at Les Cheminots or in buildings in Crans-Montana can choose not to have dinner and weekend meals at a discount of CHF 1,200.- per semester (half-board option).

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

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: www.lesroches.edu.

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 to verify 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.

APPLICATION FEE

A fee of CHF 100.- is required with each application. Complete credit card information must be provided on the application form. This fee is not refundable.

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).

PRE-PAYMENT

New students: upon acceptance of your application, a pre-payment of CHF 3,000.- must be paid within 30 days from the date of the acceptance letter, in Swiss francs, by bank transfer, check or credit card. This pre-payment confirms your place in the program and is refundable if a formal written cancellation is received before the 15th May (for the summer intake) or 15th November (for the winter intake). The pre-payment is deducted from the first semester's invoice.

Returning students with payment plan: before returning to school, a pre-payment of CHF 3,000.- must be paid within 30 days from the date of the pro-forma invoice, in Swiss francs, by bank transfer, check or credit card. This prepayment confirms your place in the semester and is refundable if a formal written cancellation is received before the 15th November (for the winter intake) or 15th May (for the summer intake). The pre-payment is deducted from the 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. No refund will be made in this case.

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 or credit card. 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.

SCHOLARSHIPS

As a private institute, 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.

REFUND POLICY AND REVIEW OF FEES

The tuition fees paid for each semester are non 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 30 days of the date of acceptance.

LES ROCHES INTERNATIONAL SCHOOL OF HOTEL MANAGEMENT ADMISSIONS ADDRESS

ADD US DIRECTLY TO
YOUR SMARTPHONE
ADDRESS BOOK!



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