Health and accident insurance is mandatory in Switzerland, that students are required to take out health and accident insurance provided by a private insurance company of their choice, in order to obtain their residence permit.

However, if students have a private valid insurance cover equivalent to the basic health and accident insurance cover, they have to follow the procedure to be exempted from the Swiss authorities (information about exemptions and substitution of foreign insurance plans are available at the school). 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 in an internship in Switzerland or abroad; the school will not cover any health or accident related expenses.

Personal and private insurance, to cover losses in case of 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.

PAYMENTS
Pre-payment
New students: upon acceptance of your application, a pre-payment of CHF 1,000.- must be paid within 30 days from the date of acceptance, 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: before returning to school, 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 semester 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.

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.

A refundable damage deposit of CHF 1,000.- is required to cover any damage caused to Les Roches property by the student during their 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).

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 fees covering the accommodation and board are reimbursed (proportional to the number of weeks remaining in the semester).

Any credit on account will be carried over and deducted from the invoice for the following semester and respectively refunded 3 months after final check-out (completion of studies).

Refundable damage deposit is returnable if the student postpones his/hers studies or withdraws from the semester, only the fees covering the accommodation and board are reimbursed (proportional to the number of weeks remaining in the semester).

Any credit on account will be carried over and deducted from the invoice for the following semester and respectively refunded 3 months after final check-out (completion of studies).

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
IBAN: CH24002432430000243243
BIC: UBSCHGBL
The pre-payment is deducted from the first semester’s invoice.

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. Applicants 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. Applicants 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. Applicants 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. 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The table below provides a breakdown of fees for the BACHELOR OF BUSINESS ADMINISTRATION IN INTERNATIONAL HOTEL MANAGEMENT program:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Fee</th>
<th>Tuition</th>
<th>Room</th>
<th>Books and materials (semester)</th>
<th>Laptop (ref. to laptop policy)</th>
<th>Health &amp; accident insurance</th>
<th>Uniform (service / kitchen)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,000</td>
<td>25,065</td>
<td>5,670</td>
<td>1,370</td>
<td>2,300</td>
<td>5,670</td>
<td>250</td>
<td>33,320</td>
</tr>
<tr>
<td>2</td>
<td>1,000</td>
<td>26,800</td>
<td>5,670</td>
<td>1,370</td>
<td>2,300</td>
<td>5,670</td>
<td>250</td>
<td>33,320</td>
</tr>
<tr>
<td>3</td>
<td>1,000</td>
<td>21,850</td>
<td>5,670</td>
<td>1,370</td>
<td>2,300</td>
<td>5,670</td>
<td>250</td>
<td>33,320</td>
</tr>
<tr>
<td>4</td>
<td>1,000</td>
<td>27,800</td>
<td>5,670</td>
<td>1,370</td>
<td>2,300</td>
<td>5,670</td>
<td>250</td>
<td>33,320</td>
</tr>
</tbody>
</table>

Students who choose the BBA specialization in Culinary Business Management will spend an additional professional development semester in Jordan at the Royal Academy of Culinary Arts. For this semester, an additional fee of CHF 11,500.- will be charged.

Students who choose an MBA specialization will spend a third professional development semester in Jordan at the Royal Academy of Culinary Arts. Please refer to the ‘Insurance’ chapter in the terms & conditions.

The table below provides a breakdown of fees for the POSTGRADUATE DIPLOMA / HIGHER DIPLOMA IN INTERNATIONAL HOSPITALITY MANAGEMENT program:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Fee</th>
<th>Tuition</th>
<th>Room</th>
<th>Books and materials (semester)</th>
<th>Health &amp; accident insurance</th>
<th>Uniform (service / kitchen)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,000</td>
<td>25,065</td>
<td>5,670</td>
<td>1,370</td>
<td>2,300</td>
<td>5,670</td>
<td>33,320</td>
</tr>
</tbody>
</table>

Please note: Students who choose to register for MBA specialization in Hospitality Management will spend an additional professional development semester in Jordan at the Royal Academy of Culinary Arts. For this semester, an additional fee of CHF 11,500.- will be charged.

The table below provides a breakdown of fees for the ENGLISH ENHANCEMENT PROGRAM (EEP) program:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Fee</th>
<th>Tuition</th>
<th>Room</th>
<th>Books and materials (semester)</th>
<th>Health &amp; accident insurance</th>
<th>Uniform (service / kitchen)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,000</td>
<td>10,671</td>
<td>1,000</td>
<td>550</td>
<td>550</td>
<td>1,000</td>
<td>17,321</td>
</tr>
</tbody>
</table>

Please note: Please refer to the ‘Insurance’ chapter in the terms & conditions.

The table below provides a breakdown of fees for the INTENSIVE ENGLISH LANGUAGE PROGRAM (IEP) program:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Fee</th>
<th>Tuition</th>
<th>Room</th>
<th>Books and materials (semester)</th>
<th>Health &amp; accident insurance</th>
<th>Uniform (service / kitchen)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,000</td>
<td>19,000</td>
<td>750</td>
<td>750</td>
<td>550</td>
<td>550</td>
<td>25,250</td>
</tr>
</tbody>
</table>

Please note: Please refer to the ‘Insurance’ chapter in the terms & conditions.

### TUTION & FEES - TERMS & CONDITIONS

**MAIN FEES COVER**

- Tuition
- School nurse, some events and facilities (e.g. conferences, leisure and sports activities, library, administration costs, laundry and cleaning of common areas (kitchen and service), other school supplies, toilet paper and cleaning materials)
- Registration fees (including waiver of the deposit and specific event fees)
- English Enhancement Program covers the equivalent of semester 1 of the Hotel Management Diploma / Bachelor of Business Administration. Please refer to the corresponding fees in the terms & conditions.
- Other Fees cover:
  - Health & accident insurance
  - Other compulsory fees
  - Other insurance (see website for details)

**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

- Rooms and board fees include accommodation in a double room in Bluche or Crans-Montana. Full board (3 meals a day) is offered. 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).
- Provision of free Wi-Fi 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/rent a personal laptop through Les Roches for a fee of CHF 2,900.- More details are available on the Les Roches website (www.lesroches.edu).

### SCHOLARSHIPS

As a private institute, Les Roches provides a limited number of scholarships for new students. The scholarships are competitive and based on academic merit. Some students are also awarded financial aid to further study at Les Roches. 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.

### 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 file 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/rent a personal laptop through Les Roches for a fee of CHF 2,900.- More details are available on the Les Roches website (www.lesroches.edu).