

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.

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.

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.

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: 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 pre-payment 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.

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).

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.

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

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.

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TUITION & OTHER FEES

VALID FOR 2013

BACHELOR OF BUSINESS ADMINISTRATION IN INTERNATIONAL HOTEL MANAGEMENT

Fees Breakdown in CHF	Semester:	1 ¹	2	3 ¹	4 ¹	5	6	7
Application fee	100							
Damage deposit	1,000							
Main Fees								
Tuition		20,800		21,850	21,850		20,300	20,300
Double room		5,670		5,670	5,670		5,670	5,670
Full board (compulsory)		4,200		4,200	4,200		4,200	4,200
Other Fees								
Books and materials (estimate) ²		750		550	1,000		550	550
Laptop (refer to laptop policy)	2,300							
Health & accident insurance ³		1,370		685	1,370		685	685
Uniform (service / kitchen)		530		250				
Kitchen tool kit				230				
Total:		33,320		33,435	34,090		31,405	31,405

¹ Lodging and full board compulsory.

² Direct entry students might have to pay an additional amount for books.

³ 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 Jordan at the Royal Academy of Culinary Arts. For this semester, an additional fee of CHF 11,500.- will be charged.

POSTGRADUATE DIPLOMA¹ / HIGHER DIPLOMA IN INTERNATIONAL HOSPITALITY ADMINISTRATION

Fees Breakdown in CHF	Semester:	1	2	3	4
Application fee	100				
Damage deposit	1,000				
Main Fees					
Tuition		17,700	17,800	18,800	
Double room		5,670	5,670	5,670	
Full board (compulsory)		4,200	4,200	4,200	
Other Fees					
Books and materials (estimate)		850	400	300	
Laptop (refer to laptop policy)	2,300				
Health & accident insurance ²		685	1,370	685	
Uniform (service / kitchen) and kitchen tool kit		1,010			
Total:		30,115	29,440	29,655	

¹ Postgraduate Diploma in 'Hospitality Management' = Semester 1+2+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 in CHF	Semester:	1	2
Application fee	100		
Damage deposit	1,000		
Main Fees			
Tuition		21,600	21,600
Double room		5,670	5,670
Full board (compulsory)		4,200	4,200
Other Fees			
Books and materials (estimate)		750	750
Laptop (refer to laptop policy)	2,300		
Health & accident insurance ¹		685	685
Total:		32,905	32,905

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

HOTEL MANAGEMENT DIPLOMA

Fees Breakdown in CHF	Semester:	1 ¹	2	3 ¹	4 ¹	5	6
Application fee	100						
Damage deposit	1,000						
Main Fees							
Tuition		20,800		21,850	21,850		
Double room		5,670		5,670	5,670		
Full board (compulsory)		4,200		4,200	4,200		
Other Fees							
Books and materials (estimate)		750		550	1,000		
Laptop (refer to laptop policy)	2,300						
Health & accident insurance ²		1,370		685	2,055		
Uniform (service / kitchen)		530		250			
Kitchen tool kit				230			
Total:		33,320		33,435	34,775		

¹ Lodging and full board compulsory.

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

ENGLISH ENHANCEMENT PROGRAM (EEP)¹

Fees Breakdown in CHF	Semester:	1A ²	1B ²
Application fee	100		
Damage deposit	1,000		
Main Fees			
Tuition		13,475	13,475
Double room		5,670	5,670
Full board (compulsory)		4,200	4,200
Other Fees			
Books and materials (estimate)		550	350
Laptop (refer to laptop policy)	2,300		
Health & accident insurance ³		685	1,370
Uniform (service / kitchen)		530	
Total:		25,110	25,065

¹ English Enhancement 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 in CHF	Semester:	1 ¹
Application fee	100	
Damage deposit	1,000	
Main Fees		
Tuition		6,150
Double room		5,670
Full board (compulsory)		4,200
Other Fees		
Books and materials (estimate)		350
Health & accident insurance ²		685
Total:		17,055

¹ Lodging and full board compulsory.

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

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

TUITION & FEES - 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 in CHF	Location
Single room supplement	1,800.-	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:

- 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).
- 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).

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.