

Valid for programs starting in  
Spring and Fall 2024

# Marbella Spain



## Fees and other expenses

## International Students



## Terms and conditions



# Bachelor of Business Administration in Global Hospitality Management

	Year 1		Year 2		Year 3		Year 4		
Breakdown of fees in Euros	S1	S2 Internship	S3	S4	S5 Internship	S6	S7	S8 Research <sup>4</sup>	Total
<b>Compulsory Expenses</b>									
Tuition fees	22,180		20,975	20,975		20,975	20,975		106,080
Learning resources and practical arts apparel	1,860		310	390		335	140		3,035
Health and accident insurance <sup>1</sup>	905		445	905		445	445		3,145
<b>Total Compulsory Academic Expenses</b>	<b>24,945</b>		<b>21,730</b>	<b>22,270</b>		<b>21,755</b>	<b>21,560</b>		<b>112,260</b>
Residential board (Full board for BBA1, 3 and 4; Half Board for BBA6 and 7)	3,360		3,360	3,360		2,580 <sup>3</sup>	2,580 <sup>3</sup>		15,240
Minimum lodging costs (upon availability) <sup>2</sup>	5,160		5,160	5,160		N/A	N/A		15,480
<b>Total Compulsory Living Expenses</b>	<b>8,520</b>		<b>8,520</b>	<b>8,520</b>		<b>2,580</b>	<b>2,580</b>		<b>30,720</b>
<b>Optional Costs</b>									
Lodging double room <sup>3</sup>						5,160	5,160		
Lodging single room upgrade (incremental) <sup>3</sup>	2,490		2,490	2,490		2,490	2,490		
Car parking	185		185	185		185	185		
Application fee			275						
Administration fee*			100						
Damage deposit (refundable)			500						

- 1 Please refer to the chapter on 'Insurance' in the terms and conditions section.
- 2 For information about types of accommodation offered by Les Roches Marbella please see page 14. Lodging and full board is compulsory for BBA1, BBA3, BBA4 students and for Direct Entry & transfer students applying to BBA3,4,6 and BBA7.

- 3 For returning students (BBA6 & 7 only) without accommodation purchased through Les Roches Marbella half board is compulsory.
- 4 Extra cost for Semester 8 students if they choose to stay in Marbella campus.

\* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent.

# Master's in International Hotel Management

Breakdown of fees in Euros	Term 1 & Term 2	Term 3 (Internship)
<b>Compulsory Expenses</b>		
Tuition fees	25,280	
Learning resources & Practical arts apparel	930	
Health and accident insurance <sup>1</sup>	1,130	
Business field trip to Dubai <sup>2</sup>	2,400	
<b>Total Compulsory Academic Expenses</b>	<b>29,740</b>	
Half board <sup>3</sup>	3,870	
<b>Total Compulsory Living Expenses</b>	<b>3,870</b>	

<b>Optional Accommodation</b>	
Minimum lodging cost (upon availability) <sup>3</sup>	6,765
Application fee	275
Administration fee*	100
Damage deposit (refundable)	500

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

2 Includes return flights from Malaga airport to destination, lodging, half board, and company visits.

3 Accommodation and board are not provided during the holiday period between Term 1 and Term 2. For information about types of accommodation offered by Les Roches Marbella please see page 14. Boarding options may differ depending on the type of accommodation.

For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

\* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent.

# Master's in Marketing & Management for Luxury Tourism

Breakdown of fees in Euros	Term 1 & Term 2	Term 3 (Optional internship)
<b>Compulsory Expenses</b>		
Tuition fees	27,085	
Learning resources	580	
Health and accident insurance <sup>1</sup>	1,130	
<b>Total Compulsory Academic Expenses</b>	<b>28,795</b>	
Half board <sup>2</sup>	3,870	
<b>Total Compulsory Living Expenses</b>	<b>3,870</b>	

<b>Optional Accommodation</b>	
3Minimum lodging cost (upon availability) <sup>2</sup>	6,765
Application fee	275
Administration fee*	100
Damage deposit (refundable)	500

<sup>1</sup> Please refer to the chapter on 'Insurance' in the terms and conditions section.

<sup>2</sup> Accommodation and board are not provided during the holiday period between Term 1 and Term 2. For more information about types of accommodation offered by Les Roches Marbella please see page 14.

Boarding options may differ depending on the type of accommodation.

For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

\* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent.

# Executive Master's in International Hotel Management

Breakdown of fees in Euros	6 modules
<b>Compulsory Expenses</b>	
Tuition fees	26,975
<b>Total Compulsory Academic Expenses</b>	<b>26,975</b>

Full board with accommodation and transfer	6 weeks on campus	Individual week on campus
Accommodation and transfers <sup>1</sup>	4,345	835
Full board	2,200	385
<b>Total Expenses of accommodation, transfer and full board</b>	<b>6,545</b>	<b>1,220</b>

Half board without accommodation and without transfer	6 weeks on campus	Individual week on campus
Half board <sup>2</sup>	760	135
<b>Total Expenses of half board without accommodation or transfer</b>	<b>760</b>	<b>135</b>

Application fee	275
Administration fee*	100
Damage deposit (refundable)	300

1 Accommodation in a hotel in single room, transfers to and from Malaga's International Airport as well as transfers from hotel to campus and activities organized by the school.

2 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

\* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent.

**NOTE:**

Students who choose on campus sessions after starting fully online, will be invoiced for board and accommodation before the start of the on campus week, and will only be confirmed once payment has been received.

# Master's in Hospitality Management with Specialization options

Breakdown of fees in Euros	Year 1		Year 2	Total
	Semester 1	Semester 2 (Specialization)	Internship or Professional Project	
<b>Compulsory Expenses</b>				
Tuition fees	16,500	16,500		33,000
Learning resources (incl. books)	930			930
Health and accident insurance <sup>1</sup>	445	905		1,350
Business field trip to Dubai <sup>2</sup>	2,400			2,400
Business field trip or Immersive field visits <sup>3</sup>		2,400 <sup>3</sup>		2,400 <sup>3</sup>
<b>Total Compulsory Academic Expenses</b>	<b>20,275</b>	<b>19,805</b>		<b>37,680</b>
Half board <sup>4</sup>	2,580	2,580		5,160
<b>Total Compulsory Living Expenses</b>	<b>2,580</b>	<b>2,580</b>		<b>5,160</b>
<b>Optional Accommodation and Board</b>				
Minimum lodging cost (upon availability) <sup>5</sup>	5,160	5,160		10,320
Application fee	275			
Administration fee	150			
Damage deposit (refundable)	500			

- 1 Please refer to the chapter on 'Insurance' in the terms and conditions section.
- 2 Includes return flights from Marbella to Dubai, lodging, half board, and company visits.
- 3 Depending on the choice of specialization, there could be a business field trip, immersive field visits or Exclusive Brands Week.

- 4 For students living off campus, half board is mandatory with the option to upgrade to full board.
- 5 See page 14 for more information.

# Postgraduate Diploma in International Hospitality Management

Breakdown of fees in Euros	Semester 1	Semester 2 Internship
<b>Compulsory Expenses</b>		
Tuition fees	17,000	
Learning resources	595	
Health and accident insurance <sup>1</sup>	905	
Business field trip <sup>2</sup>	2,400	
<b>Total Compulsory Academic Expenses</b>	<b>20,900</b>	
Half board <sup>3</sup>	2,580	
<b>Total Compulsory Living Expenses</b>	<b>2,580</b>	
<b>Optional Accommodation**</b>		
Full-board	3,360	
Minimum lodging cost (upon availability) <sup>4</sup>	5,160	
Lodging single room upgrade (incremental) <sup>4</sup>	7,650	
Car parking	185	
Application fee	275	
Administration fee*	100	
Damage deposit (refundable)	500	

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

2 Includes return flights from Marbellato the destination, lodging, half board, and company visits.

3 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

4 Boarding options may differ depending on the type of accommodation. For information about types of accommodation offered by Les Roches Marbella please see page 14.

\* Administration Fee only applies when requesting a new application package to be couriered.

\*\* The room cost is approximate and subject to change. The actual cost will be confirmed upon application package to be couriered.

# Postgraduate Executive Diploma in International Hotel Management

Breakdown of fees in Euros	4 modules
<b>Compulsory Expenses</b>	
Tuition fees	17,690
<b>Total Compulsory Academic Expenses</b>	<b>17,690</b>

Full board with accommodation and transfer	4 weeks on campus	Individual week on campus
Accommodation and transfers <sup>1</sup>	2,900	835
Full board	1,475	385
<b>Total Expenses of accommodation, transfer and full board</b>	<b>4,210</b>	<b>1,220</b>

Half board without accommodation and without transfer	4 weeks on campus	Individual week on campus
Half board <sup>2</sup>	540	135
<b>Total Expenses half board option</b>	<b>540</b>	<b>135</b>

Application fee	275
Administration fee*	100
Damage deposit (refundable)	300

1 Accommodation in a hotel in single room, transfers to and from Malaga's International Airport as well as transfers from hotel to campus and activities organized by the school.

2 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

\* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent.

**NOTE:**

Students who choose on campus sessions after starting fully online, will be invoiced for board and accommodation before the start of the on campus week, and will only be confirmed once payment has been received.



# Postgraduate Diploma in Marketing Management in Luxury Tourism

Breakdown of fees in Euros	Term 1	Term 2 Optional Internship
<b>Compulsory Expenses</b>		
Tuition fees	18,160	
Learning resources	385	
Health and accident insurance <sup>1</sup>	905	
<b>Total Compulsory Academic Expenses</b>	<b>19,450</b>	
Half board <sup>2</sup>	2,580	
<b>Total Compulsory Living Expenses</b>	<b>2,580</b>	
<b>Optional Accommodation**</b>		
Full-board	3,360	
Minimum lodging cost (upon availability) <sup>4</sup>	5,160	
Lodging single room upgrade (incremental) <sup>3</sup>	7,650	
Car parking	185	
Application fee	275	
Administration fee*	100	
Damage deposit (refundable)	500	

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

2 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

3 Boarding options may differ depending on the type of accommodation. For information about types of accommodation offered by Les Roches Marbella please see page 14.

\* Administration Fee only applies when requesting a new application package to be couriered.

These fees are applicable to those students accepted into our Professional Development Diploma.

# Postgraduate Diploma in Cruise Line Management

Breakdown of fees in Euros		Semester 1
<b>Compulsory Expenses</b>		
Tuition fees <sup>1</sup>		24,000
Learning resources		-
Insurance during the time in the campus		-
Half board		-
Lodging in double room		-
Business Field Trip		-
<b>Total Compulsory Academic Expenses</b>		<b>24,000</b>

Optional Accommodation**	
Full-board	+ 780
Double Deluxe (Bahia building) option	+ 295
Single (Bahia building) option	+ 435
Single Superior (Bahia building) option	+ 1080
Single Deluxe (Bahia building) option	+ 2490
Jr. Luxury Suite (Bahia building) option	+ 2130
Luxury Single (Bahia building) option	+ 2920

Application fee	275
Administration fee*	100
Damage deposit (refundable)	500

<sup>1</sup> Please refer to the chapter on 'Specific terms and conditions of the post graduate program in cruise line management' in the terms and conditions section

\* Administration Fee only applies when requesting a new application package to be couriered.

# Postgraduate Diploma in Leadership & Talent Management

Breakdown of fees in Euros	Semester 1	Semester 2 Optional Internship
<b>Compulsory Expenses</b>		
Tuition fees	17,000	
Learning resources	595	
Health and accidental insurance <sup>1</sup>	905	
Business field trip <sup>2</sup>	2,400	
<b>Total Compulsory Academic Expenses</b>	<b>20,900</b>	
Half board <sup>3</sup>	2,580	
<b>Total Compulsory Living Expenses</b>	<b>2,580</b>	
<b>Optional Accommodation**</b>		
Full-board	3,360	
Minimum lodging cost (upon availability) <sup>4</sup>	5,160	
Lodging single room upgrade (incremental) <sup>4</sup>	7,650	
Car parking	185	
Application fee	275	
Administration fee*	100	
Damage deposit (refundable)	500	

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

2 Includes return flights from Marbellato the destination, lodging, half board, and company visits.

3 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

4 Boarding options may differ depending on the type of accommodation. For information about types of accommodation offered by Les Roches Marbella please see page 14.

\* Administration Fee only applies when requesting a new application package to be couriered.

These fees are applicable to those students accepted into our Professional Development Diploma.

# Postgraduate Diploma in Golf Management

Breakdown of fees in Euros	Semester 1	Semester 2 Optional Internship
<b>Compulsory Expenses</b>		
Tuition fees	17,000	
Learning resources	595	
Health and accidental insurance <sup>1</sup>	905	
Business field trip <sup>2</sup>	2,400	
<b>Total Compulsory Academic Expenses</b>	<b>20,900</b>	
Half board <sup>3</sup>	2,580	
<b>Total Compulsory Living Expenses</b>	<b>2,580</b>	
<b>Optional Accommodation**</b>		
Full-board	3,360	
Minimum lodging cost (upon availability) <sup>4</sup>	5,160	
Lodging single room upgrade (incremental) <sup>4</sup>	7,650	
Car parking	185	
Application fee	275	
Administration fee*	100	
Damage deposit (refundable)	500	

- 1 Please refer to the chapter on 'Insurance' in the terms and conditions section
- 2 Includes return flights from Marbellato the destination, lodging, half board, and company visits.
- 3 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.
- 4 Boarding options may differ depending on the type of accommodation. For information about types of accommodation offered by Les Roches Marbella please see page 14.

\* Administration Fee only applies when requesting a new application package to be couriered.

These fees are applicable to those students accepted into our Professional Development Diploma.

## Pre-Sessional Programs

Breakdown of fees in Euros	Intensive Hospitality English Language Program (IHELP) <sup>1</sup> 15 weeks
<b>Compulsory Expenses</b>	
Tuition fees	8,420
Health and accident insurance <sup>2</sup>	450
Practical Arts apparel	450
Kitchen tool-kit	200
<b>Total Compulsory Academic Expenses</b>	<b>9,570</b>
Half board (only for PG/Master's students) <sup>3</sup>	2,010
Full board (compulsory for BBA students)	2,615
<b>Accommodation</b>	<b>3,815</b>
<b>Total Compulsory Living Expenses<sup>4</sup></b>	<b>6,430</b>
Application fee	275
Administration fee*	100
Damage deposit (refundable)	500

1 15-week intensive hospitality English language program for applicants not meeting the program's English level requirements.

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

3 For students without accommodation purchased through Les Roches Marbella, half board is compulsory.

4 For information about types of accommodation offered by Les Roches Marbella please see page 15.

\* Administration Fee only applies when requesting a new application package to be couriered after the original one has been sent.

# Lodging Options

Accommodation option subject to availability, students will choose their room, via the platform, on a 'first-come, first-served' basis.

Boarding options may differ depending on the type of accommodation.

BBA and PG programs	
Type of room	Price per semester
Double Superior	5,160
Triple	4,515
Double Superior (Bahía building)	5,160
Double Deluxe (Bahía building)	5,455
Single (Bahía building)	5,595
Single Superior (Bahía building)	6,240
Single Deluxe	7,650
Jr. Luxury Suite (Bahía building)	7,290
Luxury Suite (Bahía building)	8,080

Master's programs	
Type of room	Price for the course
Double room	6,765
Single room	10,150

Executive Master's / Executive PGD			
Type of room	6 weeks	4 weeks	Per week
Single hotel room + transfers	4,345	2,900	835
Full board	2,200	1,475	385
Half board	760	540	135

# Terms and Conditions

## Application Fee

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

## Administration Fee

An administrative fee of €100, is only applicable when requesting a new application package to be couriered after the original one has already been sent.

## Damage Deposit

A refundable damage deposit of €500 (€300 for Executive program) 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 (completion of studies).

The deposit covers any damage caused to Les Roches' property by the student during his or her studies. This deposit also covers the locker as well as any remaining balance, if sufficient, at the time of the final check-out.

## Pre-payment (reservation)

New students: Upon receipt of the offer letter, a payment of €4000 is to be paid within 15 days from the date on the offer letter, in euros.

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.

## 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. Manolo Santana's Sports Club membership, student events, meeting rooms, students kitchen and living room, etc.)
- Career and internship guidance and professional development opportunities (industry visits, personalized counselling, job search, etc.)
- Health and wellbeing support (medical and counseling support when emergency on campus)
- On-campus security service 24/7h through Les Roches Marbella Campus Security
- 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)
- Contribution to examination costs (except resit or retake examinations which must be paid in advance)
- 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. All direct entry BBA or transfer students are required to purchase this compulsory digital learning resource (€495).

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

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.

#### **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 PGDHM and MIHM's

programs include transportation (to/from airports), flights, lodging, half board and other school-planned activities.

#### **Fee associated with lodging and board Accommodation**

Accommodation is compulsory for undergraduate students during Semesters 1,3 and 4, (with full board), as well as for all undergraduate direct entry and Semester Abroad students transferring to Les Roches Marbella for the first time (upon availability).

Accommodation managed by Les Roches is optional only for BBA Term 6 & 7, as well as PGD and Master program's students. Executives students will be accommodated in a hotel during their weeks on campus, except for the HIP Program.

After the pre-payment is made, all students choosing the school accommodation will receive instructions by email on making a room reservation in our online lodging platform while the invoice by default will show double room (only for BBA).

Les Roches offers accommodation near the campus for BBA6&7, PGD and Master's students (except Executives, they are lodged in a hotel). Students can purchase accommodation through the school. This type of accommodation purchased through Les Roches will be confirmed only upon the receipt of the pre-payment and room fee.

The accommodation fee is not refundable.

Accommodation and board for Master's students is not covered during the break between Term 1 and Term 2. Accommodation managed by Les Roches Marbella includes all costs relating to heating, electricity, maintenance, bed linen, housekeeping service (once per week), free wifi and residential kitchen facilities.

#### **Non-Smoking Policy**

Please note the campus is a smoke-free area,



including all residences and bedrooms.

#### **Full board or half board**

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

Students on half board are responsible for their own dinner and weekend meals.

### **Insurance**

Students are required to have health insurance coverage during the academic terms and internships. Students who do not provide a valid private health insurance will automatically be registered in Les Roches' private health insurance. Accident insurance coverage is included for all students in the main tuition fees. Les Roches Marbella cannot be held responsible for the theft of personal belongings, student damage or third-party insurance.

Personal and private insurance, to cover issues such as damage or theft of personal property, is not mandatory but is strongly recommended and is the student's responsibility. The health insurance fee to cover the internship semester will be sent with the invoice for the previous on-campus semester.

### **Laptop Policy**

Students may bring their own laptop provided it meets the institution's requirements.

Specifications are published on our website at [lesroches.edu/apply/accepted-student-information/computer-policy](https://lesroches.edu/apply/accepted-student-information/computer-policy).

### **Personal expenses**

It is estimated that students require on average sum of 300€ per month to finance their out-of-pocket expenses such as snacks and drinks, entertainment, personal supplies, laundry, and any other personal expenses.

This is an estimation based on a student with full board and accommodation managed by Les

Roches Marbella.

### **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**

Candidates whose passport is neither from a country member of the European Union (EU) nor the European Economic Area (EEA), and non-Swiss nationals, are kindly requested to verify visa requirements for their nationality and apply at the right time.

Accepted candidates will receive an acceptance letter from the Admissions Department with the visa procedure. It is imperative to request a 90 days student visa type D/long term visa (not a tourist visa, except for executive programs).

Please speak with your Educational Counsellor for any questions about the procedure and kindly note that it may take at least 2-3 months to obtain a student visa.

Candidates with a passport from a country member of the EU or the EEA or Swiss nationals, do not require a visa.

### **Exchanges**

As part of their academic program at Les Roches, students may be offered the opportunity to study in another Les Roches or Glion campus (Glion is a sister school also accredited by NECHE with campuses in Switzerland and the United Kingdom).

Such opportunities are subject to approval by Les Roches as per selection criteria determined by Les Roches at its sole discretion. The opportunity to study in a Glion campus is however limited to one semester across the program (and possible during certain semesters only). As a limited number of students may benefit from these

opportunities each semester, Les Roches does not guarantee that any student may benefit from these opportunities. Students interested in such opportunities must comply with the then-current procedures and deadlines (files are reviewed by Les Roches on a first come first served basis).

In case of acceptance, the student will pay the tuition and other fees applicable for the concerned semester(s) directly to the host campus according to the rates applicable at the host campus for the concerned semester and Les Roches does not guarantee that any scholarship granted by the Les Roches home campus will be maintained by the host campus as the case may be. Students will also be solely responsible for any other expenses incurred, such as but not limited to travel expenses, visa fees and any other private arrangement for the semester(s) in the concerned host campus. Students are usually given a week after official acceptance to cancel their exchange without incurring any fee. After this deadline, a cancellation fee applies.

During their semester(s) abroad, student shall at all times comply with all rules, regulations and policies of the host campus, as they may be revised from time to time, including without limitation those related to academic, disciplinary, residency or financial matters.

## Transfers

Les Roches also offers the opportunity to permanently transfer to another Les Roches or Glion campus. Such opportunities are subject to standard admission rules of the host institution. Degree will always be delivered by the institution where the student finishes the final year of academic study. All Les Roches & Glion degrees are accredited by NECHE.

## 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 pre-payment (reservation) and application fee 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 Marbella reserves the right to review and modify the tuition fees of each semester at any time and without notice.

If a returning student cancels his/her studies after the deadline of 15th of May (for the September intake) or 1st December (for the March intake) and without a written notification, the pre-payment will be kept in the student's account for the next 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

New Students:

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

15th of May (for the fall intake)

15th of November (for the spring intake)

Returning Students:

15th of June (for the fall intake)

1st of December (for the spring intake)

Students will not be permitted to begin their studies until payment for the semester has been

received. Should a student opt for a payment plan, the deadline for instalments must be met in order to begin studies. Spanish Residence permits, academic transcripts and degrees are only delivered / awarded upon full settlement of all outstanding fees.

## Method of payment

Les Roches has partnered with Flywire to provide you with an easy and secure method of sending international payments.

Flywire allows you to:

- Track your payment from start to finish
- Pay from any country and any bank, even by credit card
- Save on bank fees and exchange rates
- Receive peace of mind with dedicated multilingual customer support

To proceed with your payment, follow the easy steps below:

1. Visit [flywire.com/pay/lesrochesmarbella](https://flywire.com/pay/lesrochesmarbella)
2. Choose your country and the payment amount in EUR
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 [flywire.com/pay/lesrochesmarbella](https://flywire.com/pay/lesrochesmarbella)

## Review of fees

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

### Domestic fees

In order to qualify for domestic fees you must

comply with the following criteria:

You must hold a valid Passport from Spain, Portugal, Andorra or Gibraltar, or otherwise meet all of the following criteria: (a) you must be a resident in the Iberian Peninsula on the first day of the first academic semester of the course; and (b) you must also have been a resident in the Iberian Peninsula for the full three-year period before the first day of the first academic semester of the course.

### 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 Student Services department at [studentservices@lesroches.es](mailto:studentservices@lesroches.es) (subject to conditions).

Applications must be made at least four months prior to the start of the intended semester of study.

## Sponsorship

Sponsorship is a financial commitment by a sponsor (parent, legal guardian or any other person) where the sponsor undertakes to pay any fees and other charges on behalf of the student.

Notwithstanding any sponsorship commitment as part of the application process, the student remains liable for any outstanding debt.

Any reference in these Terms and Conditions to liability of students shall also infer liability on the sponsor of the student as the case may be and such liability is joint and several.

## Accreditations and recognitions

### Accreditations

New England Commission of Higher Education

Les Roches Global Hospitality Education is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also find information on:

[www.neche.org/institution/les-roches-global-hospitality-education/](http://www.neche.org/institution/les-roches-global-hospitality-education/)

### Recognitions

Recognized as a degree-awarding institution by the education department of the Canton of Valais (Les Roches Crans-Montana)

Since 2015, Swiss higher education institutions have the obligation to acquire federal institutional accreditation. As a result, internationally

renowned and highly ranked public and private institutions were not institutionally accredited in Switzerland.

Before 2015, Les Roches, alongside other private institutions in Switzerland, opted for foreign institutional accreditation or local recognition of programs.

Les Roches currently holds:

- Institutional accreditation since 2006 from the New England Commission of Higher Education (NECHE), allowing graduates to transfer to other institutions with an internationally recognized degree.
- Program recognition since 2002 from the higher education authorities in charge of assessing and recognizing programs within the Valais region of Switzerland, allowing students to receive degrees endorsed by the local authorities. Les Roches academic programs are however not covered by the “Ordonnance du Conseil des hautes écoles sur la coordination de l’enseignement dans les hautes écoles suisses (CSHE)” of November 29, 2019, and thus do not provide automatic access to the Swiss higher education sector.

Constantly pursuing academic excellence, Les Roches actively seeks additional higher education accreditation in its continuing commitment to quality enhancement and to providing students with the best possible positioning to succeed in their future endeavors, both academically and professionally. As a result, Les Roches has entered the process of Swiss Institutional Accreditation, recently made available to Swiss private schools. Les Roches has been officially accepted as a candidate for Swiss federal accreditation as a University of Applied Sciences Institute.

Les Roches academic programs are, however, not yet covered by the “Ordonnance du Conseil

des hautes écoles sur la coordination de l'enseignement dans les hautes écoles suisses (CSHE)" of November 29, 2019, and thus do not provide automatic access to the Swiss higher education sector.

Les Roches remains available to clarify any questions related to the above statements and to support its graduates in the recognition of their academic credentials.

#### SPECIFIC TERMS AND CONDITIONS OF THE POST GRADUATE PROGRAM IN CRUISE LINE MANAGEMENT

The Post Graduate program in Cruise Line Management offered by Les Roches Marbella in partnership with Silversea (the "Program") is subject to these Terms & Conditions (hereinafter the "Terms"), that are in addition to any applicable then-current Les Roches regulations, including without limitation the Les Roches standard terms and conditions. In case of inconsistency with Les Roches standard regulations, these Terms shall only prevail with respect to the specificities of the Program.

These Terms prevail in the event of any conflict or inconsistency with any other communication materials relating to the Program.

You must take time to read them carefully and understand them before accepting a place at Les Roches Marbella as part of one of the Program. And you must not apply to the Program or accept a place in the Program if you do not unconditionally agree with these Terms.

Please contact us at [admissions@lesroches.es](mailto:admissions@lesroches.es) for clarification if there is anything in these terms and conditions that you do not understand.

#### 1. Nature of the Program

This Program offers you preferable financial

conditions to study at Les Roches Marbella and international exclusive work opportunities with Silversea.

Indeed, not only this Program includes as part of its curriculum a 6-month internship with Silversea but, in consideration of your commitment to accept this internship and further employment opportunities with Silversea, Silversea and Les Roches Marbella will be financing a substantial part of your tuition fees as described herein.

#### 2. Internship to Employment pathways in cruise line management

The aim of this Program is to develop talent in the cruise line industry by combining the hospitality acumen of Les Roches with the hard skill development of Silversea, to upskill cruise line experience/position into a management role as per pathway such as the following:

- Receptionist / Senior Receptionist / Guest Relations Manager
- Night Auditor / Senior Accountant / Financial officer
- Provision man / Hotel Stores Keeper
- Night Housekeeper / Chief Housekeeper
- Waiter / Maitre D' Operations / Assistant Restaurant Manager / Restaurant Manager
- Shore Concierge / Assistant Shore Concierge Manager / Cruise Director
- Host/ess / Assistant Cruise Director / Cruise Director
- E.g. once done Assistant Restaurant Manager / Hotel Stores Manager -> F&B Manager

#### 3. Your 6-month internship with Silversea

Internship opportunities with Silversea may include those listed in the pathways under article

2 above.

You may be assigned a regular position over the 6-month period or be assigned different duties over the same period.

Internship opportunities will be assigned to you as per Silversea needs and depending on your CV, languages, preferences and visa status. Work opportunities may be offered worldwide. Notwithstanding the foregoing, you expressly agree that neither Les Roches nor Silversea guarantee that they will be able to arrange any specific type of internship, which you expressly acknowledge and agree with.

The internship terms and conditions will be defined by Silversea in accordance with applicable laws and regulation.

#### 4. Your work opportunities with Silversea

Upon completion of the Program, including the internship, work opportunities will be offered to you by Silversea and may include opportunities such as those listed in the pathways under article 2 above. It is intended that Silversea will offer Program participants at least four (4) consecutive contracts (4 months on board / 2 months vacation).

Work opportunities will be assigned to you as per Silversea needs and depending on your CV, languages, preferences and visa status. Work opportunities may be offered worldwide. Notwithstanding the foregoing, you expressly agree that neither Les Roches nor Silversea guarantee that they will be able to arrange any specific type of work, which you expressly acknowledge and agree with.

#### 5. Fees and academic offer

The full price of the Program is EUR 24'000 per student (hereinafter the "Full Price") and includes Tuition, Learning resources, Field trip, Health insurance, Half board and standard

accommodation in double room. Such elements are included and may not be refunded or deducted for any reasons.

However, in consideration of your commitment to perform your 6-month internship and additional work opportunities with Silversea, both Les Roches and Silversea agree to grant you a financial support in the amount of EUR 8'000 (i.e., total of EUR 16'000 - hereinafter the "Academic Offer") so that the fees due by you will only be EUR 8'000.

#### 6. Your obligations

Your acceptance in the Program and the benefit of the Academic Offer is subject to you accepting to perform both your 6-month internship and employment opportunities with Silversea upon graduation as further detailed below.

You will be required to accept assignments proposed to you by Silversea. Any assignment, and related contract, will be in accordance with local laws.

#### 7. Non-completion of the Program

##### 7.1 Withdrawal / dismissal

For the duration of the Program, you will be subject to Les Roches rules and regulations, including but not limited to academic and behavioural policies and those related to residency. In case of breach, you will be subject to the penalties established for such violations or misconduct, which may ultimately include removal from the Program without refund.

In such a case, or if you withdraw from the Program for any reason other than in case of mitigating circumstances (to be validated by Les Roches at their sole discretion), you will lose the benefit of the Academic Offer and the Full Price of the Program will be due by you.

## 7.2 Internship

If you do not accept a Silversea internship opportunity (unless in case this opportunity and/or the internship contract is not in compliance with local laws), you will lose the benefit of the Academic Offer and the Full Price of the Program will be due by you. Completion of your diploma will be conditional upon you finding an alternate 6-month internship to be approved by Les Roches in its sole discretion, Les Roches reserving the right to remove you from the Programme without refund. A Les Roches certificate of attendance or completion may be issued, at les Roches sole discretion in such a case.

If you do not complete your internship with Silversea for any reasons (unless you terminated your internship because of breach by Silversea of the internship contract and/or the local laws) you will lose the benefit of the Academic Offer and the Full Price of the Program will be due by you. Completion of your diploma will be conditional upon you finding an alternate internship to be approved by Les Roches.

For the avoidance of doubt, if you have not been offered any internship by Silversea, you will not lose the benefit of the Academic Offer. Completion of your diploma will be conditional upon you finding an alternate 6-month internship (with the support of Career Services) to be approved by Les Roches.

## 7.3 Work opportunities

### 7.3.1 Refusal

At all times you reserve the right not to accept any Silversea work opportunity upon graduation.

However, unless in case this opportunity/the employment agreement is not in compliance with local laws, in case of such a non-acceptance by you of such a work opportunity, you will lose the benefit of the Academic Offer and the Full Price of the Program will be due by you.

### 7.3.2 Non-completion

If you have not completed at least a 6-month work placement with Silversea post-studies within the twelve (12) months period following graduation, you will lose the benefit of the Academic Offer and the Full Price of the Program will be due by you.

For the avoidance of doubt, i) if you have not been offered enough work opportunity by Silversea to comply with your 6-month work placement commitment within the twelve (12) months period following graduation or ii) you have terminated your employment relationship for breach by Silversea of the employment agreement and/or applicable laws, you will not lose the benefit of the Academic Offer.

In case of termination of the employment agreement by Silversea within the first three (3) months of employment for any reason in accordance with applicable laws (provided that such early termination is not as a result of pregnancy, injury or ill-health, or by reason of race, sex, sexual orientation, religion or belief, any disability or age), you will lose the benefit of the Academic Offer and the Full Price of the Program will be due by you.

## 8. Liability

Les Roches is solely responsible for the delivery of the Program at Les Roches Marbella. To the maximum extent permitted by law, Les Roches total aggregate liability (including the liability of each of its affiliates and/or representatives) under any circumstance is limited to the amount received by Les Roches from you/your sponsor in connection with the Program.

Any agreement signed between Silversea and you in the context of the Program, in particular any post-study employment agreement, will be exclusively between you and Silversea. Les Roches Marbella (including its affiliates and/or representatives) may not be held responsible

for any breach of such an agreement or any applicable laws or regulations by Silversea or any third-party.

Les Roches Marbella makes no warranty that you will obtain specific results from the use of the Program such as any specific employment opportunity. While the spirit of the partnership between Silversea and Les Roches is to facilitate training and employment opportunities, Silversea shall offer internships and employment opportunities subject to vacancies, as per its own policies and in accordance with applicable laws and reserves the right not to offer you an opportunity.

#### 9. Data Protection

As part of the admission and enrolment process and in order to operate the Program including opening a school record for you, Les Roches needs to collect, process and share certain personal data related to you with Silversea. Les Roches will process your personal data in compliance with applicable laws and according to the Les Roches Privacy Policy available on the Les Roches website. Your personal data will be treated by Silversea in accordance with their own privacy policies that we invite you to review and can be found at <https://www.silversea.com/privacy-policy.html>.

#### 10. Miscellaneous

These Terms and Conditions shall supersede all communications, representations, understandings or agreements, either oral or written, relating to the subject matter hereof.

If any provision shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired. Any invalid or unenforceable provision shall be replaced by the valid and enforceable provision that most closely

reflects, in its intent and purpose, the original provision.

Les Roches Marbella has sole authority to settle cases not covered by these Terms. Any waiver by Les Roches of any provision must be in writing and no such waiver shall be considered a waiver of any other.

For further information, please contact our team below.

### General enquiries

For new students:

Enrollment Department  
[+34 952 764 437](tel:+34952764437)  
[info@lesroches.es](mailto:info@lesroches.es)  
[lesroches.edu](http://lesroches.edu)

For returning students:  
Main switchboard

[+34 952 764 145](tel:+34952764145)  
[studentservices@lesroches.es](mailto:studentservices@lesroches.es)  
[accounting@lesroches.es](mailto:accounting@lesroches.es)  
[academics@lesroches.es](mailto:academics@lesroches.es)

### Campus address

Les Roches Marbella Global Hospitality  
Education

Urb. Lomas de Río Verde - Ctra. de Istán km1  
29602 Marbella  
Malaga, Spain



