

Valid for programs starting in  
Spring and Fall 2023

# 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	Term 1	Term 2 Internship	Term 3	Term 4	Term 5 Internship	Term 6	Term 7	Total
<b>Compulsory Expenses</b>								
Tuition fees	20,535		19,655	19,655		16,475	16,475	92,795
Learning resources and practical arts apparel	1,790		300	375		320	135	2,920
Health and accident insurance <sup>1</sup>	870		430	870		430	430	3,030
<b>Total Compulsory Academic Expenses</b>	<b>23,195</b>		<b>20,385</b>	<b>20,900</b>		<b>17,225</b>	<b>17,040</b>	<b>98,745</b>
Residential board (Full board for BBA1, 3 and 4; Half Board for BBA6 and 7)	3,230		3,230	3,230		2,345 <sup>3</sup>	2,345 <sup>3</sup>	14,380
Minimum lodging costs (upon availability) <sup>2</sup>	4,915		4,915	4,915		N/A	N/A	14,745
<b>Total Compulsory Living Expenses</b>	<b>8,145</b>		<b>8,145</b>	<b>8,145</b>		<b>2,345</b>	<b>2,345</b>	<b>29,125</b>

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 11.

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.

\* 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	24,190	
Learning resources & Practical arts apparel	895	
Health and accident insurance <sup>1</sup>	1,085	
Business field trip to Dubai <sup>2</sup>	2,310	
<b>Total Compulsory Academic Expenses</b>	<b>28,480</b>	
Half board <sup>3</sup>	3,520	
<b>Total Compulsory Living Expenses</b>	<b>3,520</b>	

<b>Optional Accommodation</b>	
Minimum lodging costs (upon availability) <sup>3</sup>	6,505
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 11. 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	26,295	
Learning resources	560	
Health and accident insurance <sup>1</sup>	1,085	
<b>Total Compulsory Academic Expenses</b>	<b>27,940</b>	
Half board <sup>2</sup>	3,520	
<b>Total Compulsory Living Expenses</b>	<b>3,520</b>	

<b>Optional Accommodation</b>	
Minimum lodging costs (upon availability) <sup>2</sup>	6,505
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 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 11.

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<sup>1</sup></b>	
Tuition fees	25,815
<b>Total Compulsory Academic Expenses</b>	<b>25,815</b>

Full board with accommodation and transfer	6 weeks on campus	Individual week on campus
Accommodation and transfers <sup>2</sup>	4,180	805
Full board	2,115	370
<b>Total Expenses of accommodation, transfer and full board</b>	<b>6,295</b>	<b>1,535</b>

Half board without accommodation and without transfer	6 weeks on campus	Individual week on campus
Half board <sup>3</sup>	730	130
<b>Total Expenses of accommodation, transfer and half board</b>	<b>730</b>	<b>130</b>

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

1 Students without experience in F&B, Front Office and Housekeeping (compulsory to have experience in all three areas) will be asked to complete our Hospitality Immersion Program (HIP) before the Master's starts. HIP can be taught on campus (2 weeks) or Online. Please refer to page 10 for fees.

2 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.

3 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 International Hospitality Management

Breakdown of fees in Euros	Term 1	Term 2 Internship
<b>Compulsory Expenses<sup>1</sup></b>		
Tuition fees	15,365	
Learning resources	570	
Health and accident insurance <sup>2</sup>	870	
Business field trip to Dubai <sup>3</sup>	2,310	
<b>Total Compulsory Academic Expenses</b>	<b>19,115</b>	
Half board <sup>4</sup>	2,345	
<b>Total Compulsory Living Expenses</b>	<b>2,345</b>	
<b>Optional Accommodation</b>		
Minimum lodging costs (upon availability) <sup>5</sup>	4,915	
<b>Application Fees</b>		
Application fee	275	
Administration fee*	100	
Damage deposit (refundable)	500	

1 Students without experience in F&B, Front Office and Housekeeping (compulsory to have experience in all three areas) will be asked to complete our Hospitality Immersion Program (HIP) before the Master's starts. HIP can be taught on campus (2 weeks) or Online. Please refer to page 10 for fees.

2 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Internship in Term 2).

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

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

5 Boarding options may differ depending on the type of accommodation. For information about types of accommodation offered by Les Roches Marbella please see page 11.

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

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

# Postgraduate Diploma in Marketing Management for Luxury Tourism

Breakdown of fees in Euros	Term 1	Term 2 Optional Internship	Total
<b>Compulsory Expenses</b>			
Tuition fees	17,630		17,630
Learning resources	370		370
Health and accident insurance <sup>1</sup>	870		870
<b>Total Compulsory Academic Expenses</b>	<b>18,870</b>		<b>18,870</b>
Half board <sup>2</sup>	2,345		2,345
<b>Total Compulsory Living Expenses</b>	<b>2,345</b>		<b>2,345</b>

<b>Optional Accommodation</b>	
Minimum lodging costs (upon availability) <sup>3</sup>	4,915

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 offered by Les Roches Marbella please see page 11.

\* 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 Executive Diploma in International Hotel Management

Breakdown of fees in Euros	4 modules
<b>Compulsory Expenses<sup>1</sup></b>	
Tuition fees	16,930
<b>Total Compulsory Academic Expenses</b>	<b>16,930</b>

Full board with accommodation and transfer	4 weeks on campus	Individual week on campus
Accommodation and transfers <sup>2</sup>	2,790	805
Full board	1,420	370
<b>Total Expenses of accommodation, transfer and full board</b>	<b>4,210</b>	<b>1,535</b>

Half board without accommodation and without transfer	4 weeks on campus	Individual week on campus
Half board <sup>3</sup>	520	130
<b>Total Expenses of accommodation, transfer and half board</b>	<b>520</b>	<b>130</b>

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

1 Students without experience in F&B, Front Office and Housekeeping (compulsory to have experience in all three areas) will be asked to complete our Hospitality Immersion Program (HIP) before the Master's starts. HIP can be taught on campus (2 weeks) or Online. Please refer to page 10 for fees.

2 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.

3 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.



## Pre-Sessional Programs

Intensive Hospitality English Language Program (IHELP) <sup>1</sup>	
Breakdown of fees in Euros	15 weeks
<b>Compulsory Expenses</b>	
Tuition fees	7,795
Health and accident insurance <sup>2</sup>	435
<b>Total Compulsory Academic Expenses</b>	<b>8,230</b>
Half board (only for PG/Master's students) <sup>3</sup>	1,825
Full board (compulsory for BBA students)	2,515
<b>Accommodation</b>	<b>3,670</b>
<b>Total Compulsory Living Expenses<sup>4</sup></b>	<b>6,185</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 11.

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

# Hospitality Immersion Program

	Hospitality Immersion Program (HIP) <sup>1</sup>	HIP Online <sup>1</sup>
Breakdown of fees in Euros	2 weeks	
<b>Compulsory Expenses</b>		
Tuition fees	2,540	1,660
Health and accident insurance <sup>2</sup>	95	
<b>Total Compulsory Academic Expenses</b>	<b>2,636</b>	<b>1,660</b>
Half Board	270	
<b>Total Compulsory Living Expenses</b>	<b>270</b>	

- 1 Students without experience in F&B, Front Office and Housekeeping (compulsory to have experience in all three areas) will be asked to complete our Hospitality Immersion Program (HIP) before the Master's/PGD starts. HIP can be taught on campus (2 weeks) or Online.

HIP is only available for Postgraduate Diploma in Hospitality Management and Executive Master's/PGD in International Hotel Management.

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

## Lodging Options

BBA and PG programs		
Type of room	Price per semester	HIP
Double Superior	4,915	580
Triple	4,300	500
Double Superior (Bahía building)	4,915	580
Double Deluxe (Bahía building)	5,195	615
Single (Bahía building)	4,955	580
Single Superior (Bahía building)	5,945	700
Single Deluxe	7,105	835
Jr. Luxury Suite (Bahía building)	6,945	815
Luxury Suite (Bahía building)	7,695	905

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.

Car parking upon availability:

Bahía UG/PG: €225

Bahía Master's: €675

Master's programs	
Type of room	Price for the course
Double	6,505
Single	9,760

Executive Master's / Executive PGD			
Type of room	6 weeks	4 weeks	Per week
Single hotel room + transfers	4,180	2,790	805
Full board	2,115	1,420	370
Half board	730	520	130



# 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 (€500).

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-studentinformation/computer-policy](https://lesroches.edu/apply/accepted-studentinformation/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**

Students who require a student Visa to enter Spain (countries not belonging to the European Union), they 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 detailing the visa procedure. For Master students who need an entry visa, it is imperative to request a one-year student visa type D and a 180 days type D visa for BBA and PGD students (not a tourist visa, except for the Executive Program). Please speak with your Educational Counselor for any questions about the procedure.

Please note that it may take at least 2-3 months to obtain a student Visa.

Candidates with European Union passports do not require a visa.

#### **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 to 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.

### **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

