Valid for programs starting in Spring and Fall 2024

Crans-Montana Switzerland

Fees and other expenses

Terms and conditions



Bachelor of Business Administration in Global Hospitality Management (BBA)

	Y	'ear 1	Yea	ar 2	Year	3	١	/ear 4	
Breakdown of fees in CHF	S1	S2 Internship	S 3	S4	S5 Internship	S 6	S7	S8 Research ^{2/3}	Total
Compulsory Expenses									
Tuition fees	30,725		30,725	30,725		30,725	30,725		153,625
Learning resources and practical arts apparel	2,910		485	485		485	485		4,850
Health and accident insurance ¹	1,785		895	1,785		895	895		6,255
Total Compulsory Academic Expenses	35,420		32,105	32,995		32,105	32,105		164,730
Residential board	4,955		4,955	4,955		3,675 ³	3,675 ³		22,215
On-Campus single/double room ²	6,070		7,500	7,500					21,070
Total Compulsory Living Expenses	11,025		12,455	12,455		3,675	3,675		43,285

Optional Accomodation and Board

On-Campus single room ² (upgrade for semester 1 students)	1,430			7,500	7,500	
Car parking	500	500	500	500	500	
Residential board upgrade (additional) ³				1,280	1,280	

Application fee	275
Administration fee	150
Damage deposit (refundable)	1,000

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

2 External accommodation is only an option for returning students in Semester 6, 7 and 8 (for Semester 8 at extra cost if student chooses to stay in Crans-Montana). Direct Entry BBA 6 and 7, or first-time transfers from other campuses, must instead take campus accommodation. Semester 1 students can choose single (at extra cost) or standard double room, while Semester 3 & 4 students will be staying in single rooms

3 For students living off campus (optional in Semester 6, 7 and 8), flexible board is compulsory with the option to upgrade to full (residential) board. (Extra cost for Semester 8 students if they choose to stay in Crans-Montana)

Postgraduate Diploma in International Hospitality Management (PGD)

	Ye	ear 1	
Breakdown of fees in CHF	S1	Professional Project	Total
Compulsory Expenses			
Tuition fees	21,000		21,000
Learning resources	570		570
Health and accident insurance ¹	1,785		1,785
Business field trip to Dubai ²	3,150		3,150
Total Compulsory Academic Expenses	26,505		26,505
Flexible board	3,675		3,675
Total Compulsory Living Expenses	3,675		3,675
Optional Accommodation and Board			
On-Campus single room ³	7,500		1
Car parking	500		
Residential board upgrade (additional) ⁴	1,280		
Application fee	275		
Administration fee	150		
Damage deposit (refundable)	1,000		

1 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Semester 2)

2 Includes return flights from Switzerland to destination, lodging, half board, and company visits 3 External accommodation (off campus) is permitted for students in the PGD program

Postgraduate Diploma in F&B Entrepreneurship & Management (PGD)

	Ye	ear 1	
Breakdown of fees in CHF	S1	Professional Project	Total
Compulsory Expenses			
Tuition fees	18,000		18,000
Learning resources	570		570
Health and accident insurance ¹	1,785		1,785
Immersive field trips ²	3,150		3,150
Total Compulsory Academic Expenses	23,505		23,505
Flexible board	3,675		3,675
Total Compulsory Living Expenses	3,675		3,675
Optional Accommodation and Board			
On-Campus single room ³	7,500		
Car parking	500		
Residential board upgrade (additional) ⁴	1,280		
Application fee	275		
Administration fee	150		
Damage deposit (refundable)	1,000		

1 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Semester 2)

2 Includes return transport from Switzerland to destination, lodging, half board, and company visits 3 External accommodation (off campus) is permitted for students in the PGD program

Postgraduate Diploma in Digital Transformation (PGD)

	Ye	ear 1	
Breakdown of fees in CHF	S1	Professional Project	Total
Compulsory Expenses			
Tuition fees	18,000		18,000
Learning resources	570		570
Health and accident insurance ¹	1,785		1,785
Business field trip to Seoul ²	3,150		3,150
Total Compulsory Academic Expenses	23,505		23,505
Flexible board	3,675		3,675
Total Compulsory Living Expenses	3,675		3,675
Optional Accommodation and Board			
On-Campus single room ³	7,500		
Car parking	500		
Residential board upgrade (additional) ⁴	1,280		
Application fee	275		
Administration fee	150		
Damage deposit (refundable)	1,000		

1 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Semester 2)

2 Includes return flights from Switzerland to destination, lodging, half board, and company visits 3 External accommodation (off campus) is permitted for students in the PGD program

Master's in Hospitality Management with Specializations (Switzerland)

		Year 1	Year 2	
Breakdown of fees in CHF	S1	Specialization	Professional Project	Total
Compulsory Expenses				
Tuition fees	18,500	18,500		37,000
Learning resources	590			590
Health and accident insurance ¹	895	1,785		2,680
Business field trip to Dubai ²	3,150			3,150
Business field trip or Immersive field visits ³		3,150		3,150
Total Compulsory Academic Expenses	23,135	23,435		46,570
Flexible board	3,675	3,675		7,350
Total Compulsory Living Expenses	3,675	3,675		7,350
Optional Accommodation and Board				
On-Campus single room ⁴	7,500	7,500		
Car parking	500	500		
Residential board upgrade (additional) ⁵	1,280	1,280		
Application fee	275			
Administration fee	150			
Damage deposit (refundable)	1,000			

- 1 Please refer to the chapter on 'Insurance' in the terms and conditions section
- 2 Includes return flights from Switzerland to destination, lodging, half board, and company visits
- 3 Includes return transport from Switzerland to destination, lodging if any, half board if any, and company visits. The destination will depend on the choice of Specialization
- 4 External accommodation (off campus) is permitted for students in the Master program

Master's in Hospitality Management with Specializations (Switzerland + Spain)

Total
34,650
1,155
1,755
3,150
2,280
42,990
6,125
6,125
14

- 1 Please refer to the chapter on 'Insurance' in the terms and conditions section
- 2 Includes return flights from Switzerland to destination, lodging, half board, and company visits
- 3 Includes return transport from Spain to destination, lodging if any, half board if any, and company visits. The destination(s) will depend on the choice of Specialization
- 4 External accommodation (off campus) is permitted for students in the Master program

Master's in Sports Management & Events

	Yea	ar 1	Year 2	
Breakdown of fees in CHF	S1	S2	Internship OR Applied Project	Total
Compulsory Expenses				
Tuition fees	17,500	17,500		35,000
Learning resources	590			590
Health and accident insurance ¹	895	1,785		2,680
Business field trip ²	3,150			3,150
Total Compulsory Academic Expenses	22,135	19,285		41,420
Flexible board	3,675	3,675		7,350
Total Compulsory Living Expenses	3,675	3,675		7,350
Optional Accommodation and Board			Post State	1. 1. 1. X
On-Campus single room ³	7,500	7,500	1000	
Car parking	500	500		
Residential board upgrade (additional) ⁴	1,280	1,280		
	and the second			
Application fee	275			
Administration fee	150			
Damage deposit (refundable)	1,000			

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

- 2 Includes return flights from Switzerland to destination, lodging, half board, and company visits
- 3 External accommodation (off campus) is permitted for students in the Master's program

Master of Business Administration in Global Hospitality Management (MBA)

	Yea	ar 1	
Breakdown of fees in CHF	S1	S 2	Total
Compulsory Expenses			
Tuition fees	27,690	27,690	55,380
Learning resources	590	590	1,180
Health and accident insurance ¹	895	895	1,790
Business field trip to Chicago ²		4,430	4,430
Total Compulsory Academic Expenses	29,175	33,605	62,780
Flexible board	3,675	3,675	7,350
Total Compulsory Living Expenses	3,675	3,675	7,350
Optional Accommodation and Board			
On-Campus single room ³	7,500	7,500	
Car parking	500	500	
Residential board upgrade (additional) ⁴	1,280	1,280	
	and the second		
Application fee	275		
Administration fee	150		
Damage deposit (refundable)	1,000		

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

- 2 Includes return flights from Switzerland to destination, lodging, half board, and company visits
- 3 External accommodation (off campus) is permitted for students in the MBA program

Terms and Conditions

Application Fee

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

Administration Fee

One-time administrative cost related to cantonal and communal fees, including but not limited to, residence tax, student Visas, and residence permits.

Damage Deposit

A refundable damage deposit of CHF 1,000 is charged with a student's first invoice and will be reimbursed three months after the final checkout at the end of the studies.

The deposit covers any costs due to damage to Les Roches property as well as any remaining balance, if sufficient, at the time of the final check-out.

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. student gym, student events space, etc.) and access to sports activities and training

- Career and internship guidance and professional development opportunities (career fair, industry workshops, personalised counselling, job search, etc.)
- Health and wellbeing support (basic medical and counselling support by campus nurses, campus counsellor)
- On-campus security service 24/7 through Les Roches Campus Security
- Free membership and access to off-campus services through TSM (e.g. while on internship) such as medical and travel security assistance (incl. 6 days pre-arrival and postdeparture to and from Crans-Montana)
- 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)
- Cantonal and communal taxes
- Communal benefits card "My Explorer Card" (granting free access to specific outdoor activities, bus services, lifts, etc. in Crans-Montana and neighbouring communities during specific periods) for students living on campus. For more information, please consult crans-montana.ch/myexplorercard.
- Swiss regional administration charges for Visa and resident permit (excluding where there are legal and court charges if the Visa or work permit has been refused and an appeal has been made by the student)
- Swiss VAT

- Contribution to examination costs (except resit or retake examinations)
- 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. For direct entry BBA students the purchase of the iPad and the digital learning resources (CHF 1,000) is compulsory.

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

Laptop (device & service support – optional) 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. Students should bring their own laptop which must meet the school's specifications as per the Laptop Policy which can be consulted at <u>lesroches.edu/apply/accepted-student-</u> information/computer-policy/

Field trips

(compulsory for the concerned programs)

Field trips are a compulsory part of the program and bear academic credits. Expenses are estimated and subject to change with currency variations and other factors. The field trip fee for the PGD, Master and MBA programs include transportation (to/from airports), flights, lodging, half board and other school-planned activities.

Fee associated with lodging and board On-campus accommodation

On-campus accommodation is compulsory for undergraduate students during Semesters 1, 3 and 4, as well as for all undergraduate direct entry and undergraduate exchange students transferring to Les Roches Crans-Montana for the first time. The standard rate covers accommodation in a shared Double Room for Semester 1 students, and a single room for Semester 3 and 4 students. Semester 6 and 7 students may choose to stay in a single room on campus at an additional cost.

After the downpayment is made, all students chosing the school accommodation will receive instructions by email on making a room reservation in our online lodging platform. Students' rooms are only confirmed upon the receipt of the full payment of fees as per payment deadline.

On-campus accommodation includes all costs relating to heating, electricity, maintenance, bed linen, housekeeping service (once every two weeks), free wifi and residential kitchen facilities.

Full (residential) or flexible board

Full board in Crans-Montana includes three meals a day, five days a week, as well as brunch and dinner on Saturdays and Sundays. For students, who received written approval from the Campus Facility Manager to live off campus, the compulsory flexible board option can be upgraded to full board upon additional payment. Students on flexible board have a "credit" of 170 meals to use during the semester at their own convenience (breakfast, lunch, dinner, weekend brunch). Once this "credit" consumed, additional meals will be charged separately.

Insurance

Health insurance coverage is compulsory by law in Switzerland. Therefore all students are automatically covered with the insurance provided by the school. This covers them for health and accident, while on campus and on internship, at the most competitive rate, which may vary from one semester to another.

However, if a student has a private, valid insurance cover equivalent to the Swiss health insurance cover scheme, they may request to get exempted by the Swiss authorities before their arrival on campus. Failure to complete the request, the insurance provided by the Institution will apply. Information about the exemption and comparison between private and school insurance is available from the Admissions department or from the Les Roches website lesroches.edu/apply/accepted-studentinformation/pre-arrival-information/ Students keeping their private health and

accident cover are responsible for verifying that their documents are valid while in Switzerland or abroad.

Les Roches will not cover any related expenses. Personal and private insurance, to cover issues such as damage or theft of personal property, is not compulsory but is strongly recommended and is the student's responsibility. Les Roches cannot be held responsible for the theft of personal belongings, student damage or third party insurance. The health insurance fee for the internship semester(s) will be charged on the invoice for the previous on-campus semester.

Personal expenses

It is estimated that students require on average sum of CHF 500 per month to finance their outof-pocket expenses such as snacks and drinks, entertainment, personal supplies, laundry, and any other personal expenses.

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

As some students will require a student Visa to enter Switzerland, they are kindly requested to verify Visa requirements for their nationality and apply at the right time.

To see if a student Visa is needed to study in Switzerland, please visit the official Swiss website: <u>sem.admin.ch/sem/en/home/themen/</u> <u>einreise/faq.html</u>

For the Visa application procedure and required documents, please refer to our website: <u>lesroches.edu/admissions/accepted-students/</u> <u>pre-arrival-information/</u>

Please note that it may take at least 2-3 months to obtain a student Visa. Once the acceptance package is received, new students should apply for their Visa as soon as possible and speak with an Educational Counselor for any questions about the procedure.

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.

Downpayment (reservation)

New students: upon receipt of the conditional offer letter, a downpayment of CHF 5,000 is required to secure your place on the program. The downpayment can be made by bank transfer or online platform at lesroches.flywire.com.

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.

Late cancellation fee & refund policy

Except as described hereinafter, all fees outlined and paid for are non-refundable. If a new student cancels before the official arrival date on campus, only the downpayment (reservation) will be retained (see above). If a returning student cancels his/her studies after the deadline mentioned below and without a written notification, a late cancellation fee of CHF 3,000 will be charged to the student's account:

New students :

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)

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.

At the end of the studies (or if the student definitively withdraws), the sponsor can claim for the refund of the positive balance for a maximum of two years after the last official check-out day of their last on campus semester.

Payments

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

New students :	15th of May
	(for the Fall intake)
	15th of November
	(for the Spring intake)
Returning students :	15th of June
	(for the Fall intake)
	1. 50 1

1st of December (for the Spring intake)

Payments can be made by bank transfer, check, credit card or online at lesroches.flywire.com.

Students will not be permitted to begin their studies until payment for the semester has been received. Swiss 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 lesroches.flywire.com
- 2. Choose your country and the payment amount in CHF
- 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 <u>lesroches.flywire.com</u>

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 Registrar at registry@ lesroches.edu (subject to conditions). Applications must be made at least four months prior to the start of the intended semester of study.

Review of fees

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

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 students 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 though 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-globalhospitality-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.

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.

For further information, please contact our team below.

General enquiries

International Enrolment Team Les Roches Global Hospitality Education +41(0)27 485 96 00 info@lesroches.edu studentsaccounting@lesroches.edu (returning students)

lesroches.edu

Campus address

Les Roches Global Hospitality Education Route des Moulinettes 2 CH-3975 Bluche/Crans-Montana Switzerland

This is a non-contractual document and may be subject to modification

