

Valid for programs starting in
Spring and Fall 2023
Domestic Swiss Residents and International Students

Crans-Montana Switzerland



Fees and other expenses



Terms and conditions



Bachelor of Business Administration in Global Hospitality Management (BBA)

	Year 1		Year 2		Year 3		Year 4	
Breakdown of fees in CHF	S1	S2 Internship	S3	S4	S5 Internship	S6	S7	Total
Compulsory Expenses								
Tuition fees for Swiss residents	15,000		15,000	15,000		15,000	15,000	75,000
Tuition fees for international students	28,985		28,985	28,985		28,985	28,985	144,925
Learning resources and practical arts apparel	2,885		465	465		465	465	4,745
Total Compulsory Academic Expenses Swiss Residents	17,885		15,465	15,465		15,465	15,465	79,745
Health and accident insurance ¹	1,750		875	1,750		875	875	6,125
Total Compulsory Academic Expenses International Students	33,620		30,325	31,200		30,325	30,325	155,795
Residential board	4,835		4,835	4,835		3,535 ³	3,535 ³	21,575
On-Campus single/double room ²	5,950		7,500	7,500				20,950
Total Compulsory Living Expenses	10,785		12,335	12,335		3,535	3,535	42,525
Optional Accomodation and Board								
On-Campus single room ² (upgrade for semester 1 students)	1550					7,500	7,500	
Car parking	500		500	500		500	500	
Residential board upgrade (additional) ³						1,300	1,300	

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 and 7. 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 and 7), flexible board is compulsory with the option to upgrade to full (residential) board

Postgraduate Diploma in International Hospitality Management (PGD)

Breakdown of fees in CHF	HIP		Year 1	
	2 weeks ¹	S1	Internship	Total
Compulsory Expenses				
Tuition fees for Swiss residents		17,740		17,740
Tuition fees for international students		23,650		23,650
Learning resources		565		565
Business field trip ²		3,150		3,150
Total Compulsory Academic Expenses Swiss Residents		21,455		21,455
Health and accident insurance ³		1,750		1,750
Total Compulsory Academic Expenses International Students		29,115		29,115
Flexible board		3,535		3,535
Total Compulsory Living Expenses		3,535		3,535
Optional Accommodation and Board				
On-Campus single room ⁴		7,500		
Car parking		500		
Residential Board upgrade (additional) ⁵		1,300		
Application fee		275		
Administration fee		150		
Damage deposit (refundable)		1,000		

- 1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 6
- 2 Includes return flights from Switzerland to destination, lodging, half board, and company visits
- 3 Please refer to the chapter on 'Insurance' in the terms and conditions section (also includes Semester 2)

- 4 External accommodation (off campus) is permitted for students in the PGD program
- 5 For students living off campus, flexible board is compulsory with the option to upgrade to full (residential) board

Master in Hospitality Strategy & Digital Transformation (MHSDT)

Breakdown of fees in CHF	HIP		Year 1		Total
	2 weeks ¹	S1	S2	Internship/ Capstone	
Compulsory Expenses					
Tuition fees for Swiss residents		17,095	17,095		34,190
Tuition fees for international students		22,790	22,790		45,580
Decoding Bootcamp ²		2,000			2,000
Learning resources		565	565		1,130
Business field trip ³			3,150		3,150
Total Compulsory Academic Expenses Swiss Residents		19,660	20,810		40,470
Health and accident insurance ⁴		875	1,750		2,625
Total Compulsory Academic Expenses International Students		26,230	28,255		54,485
Flexible board		3,535	3,535		7,070
Total Compulsory Living Expenses		3,535	3,535		7,070
Optional Accommodation and Board					
On-Campus single room ⁵		7,500	7,500		
Car parking		500	500		
Residential Board upgrade (additional) ⁶		1,300	1,300		
Application and Administrative Fees					
Application fee		275			
Administration fee		150			
Damage deposit (refundable)		1,000			

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 6

2 Four weeks of intensive digital development in Mobile Applications, Web Sites, and eCommerce Performance

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

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

5 External accommodation (off campus) is permitted for students in the Master program

6 For students living off campus, flexible board is compulsory with the option to upgrade to full (residential) board

Master of Business Administration in Global Hospitality Management (MBA)

Breakdown of fees in CHF	HIP	Year 1		Total
	2 weeks ¹	S1	S2	
Compulsory Expenses				
Tuition fees for Swiss residents		20,165	20,165	40,330
Tuition fees for international students		26,885	26,885	53,770
Learning resources		565	565	1,130
Business field trip ²			4,300	4,300
Total Compulsory Academic Expenses Swiss Residents		20,730	25,030	45,760
Health and accident insurance ³		875	875	1,750
Total Compulsory Academic Expenses International Students		28,325	32,625	60,950
Flexible board		3,535	3,535	7,070
Total Compulsory Living Expenses		3,535	3,535	7,070
Optional Accommodation and Board				
On-Campus single room ⁴		7,500	7,500	
Car parking		500	500	
Residential Board upgrade (additional) ⁵		1,300	1,300	
Application and Administration Fees				
Application fee		275		
Administration fee		150		
Damage deposit (refundable)		1,000		

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 6

2 Includes return flights from Switzerland to destination, lodging, half board, and company visits

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

4 External accommodation (off campus) is permitted for students in the MBA program

5 For students living off campus, flexible board is compulsory with the option to upgrade to full (residential) board

Pre-Sessional Program

Breakdown of fees in CHF	Hospitality Immersion Program (HIP) ¹ 2 weeks
Compulsory Expenses	
Tuition fees	2,895
Health and accident insurance ²	95
Total Compulsory Academic Expenses	2,990
Flexible board	350
Total Compulsory Living Expenses	350
Optional Accommodation and Board	
On-Campus single room ³	750
Car parking	
Residential Board upgrade (additional) ⁴	130

- 1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants
- 2 Please refer to the chapter on 'Insurance' in the terms and conditions section
- 3 External accommodation (off campus) is permitted for students in the graduate program
- 4 For students living off campus, flexible board is compulsory with the option to upgrade to full (residential) board

The compulsory academic and living expenses cover the following:

Accommodation on the Crans-Montana campus, meals according to flexible board/full board option, print and digital learning resources, practical arts apparel, and health and accident insurance (professional and non-professional).

The compulsory academic and living expenses do not cover optional fees and additional expenses, such as: Personal out-of-pocket expenses (including travel to and from the campus and the site of the student's internship), a laptop, resit fees, retake fees

Terms and Conditions

Definition and Validity of Fees

To be eligible for the stated Swiss Resident fees:

- The student must hold a valid Swiss Passport or
 - The student must hold a valid B/C permit (B permit for study purpose excluded)
- or
- His/her parent holds a Swiss Passport or is currently residing in Switzerland holding a B/C permit

Swiss Resident fees are applicable for the campus located in Switzerland and for new students only. Swiss Resident fees will be applied based on the student's and parent's status when the application is received. Current and returning students are not eligible unless Swiss Resident fees were granted when they started.

Please note:

Students and parents with a diplomatic status (carte de légitimation) are not entitled to the Swiss Residents tuition and other fees as outlined. All other students and sponsors are subject to fees for international students.

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 check-out 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 post-departure 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 lesroches.edu/apply/accepted-student-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 choosing 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 out-of-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: sem.admin.ch/content/sem/en/home/themen/einreise/faq.html

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

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.

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 September intake)

15th of November
(for the March intake)

Returning students : 15th of June
(for the September intake)

1st of December
(for the March 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 September intake)

15th of November
(for the March intake)

Returning students : 15th of June
(for the September intake)

1st of December
(for the March 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)

Track and confirm your payment by email, SMS, or by logging in to lesroches.flywire.com

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 academics@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 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.necche.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.

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 on the next page.

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

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