

Valid for the EMBA program starting in  
Spring & Fall 2025

# Crans-Montana Switzerland



## Fees and other expenses



## Terms and conditions



# Executive Master of Business Administration in Global Hospitality Management (EMBA)

4 Modules  
(1 year)

Breakdown of fees in CHF	Total
<b>Compulsory Expenses</b>	
Tuition fees	39,600
Les Roches for life career support	1,500
<b>Total Compulsory Academic Expenses</b>	<b>41,100</b>
Residential week Crans-Montana <sup>1</sup>	1,300
Residential week Dubai <sup>2</sup>	2,900
<b>Total Compulsory Residential Weeks Expenses</b>	<b>4,200</b>
Application fee	275

1 Includes full board and a single room, as well as activities or visits included in the official program

2 Includes half board and a single room in official hotel chosen by the school, as well as activities or visits included in the official 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”.

## Compulsory academic expenses

The tuition fees cover the following:

- Access to academic facilities on campus (e.g. library access, innovation lab and digital learning support) and academic tutoring and support during the residential week in Crans-Montana
- Access to recreational facilities on campus (e.g. student gym, student events space, etc.) and access to sports activities and training during the residential week in Crans-Montana
- Career and internship guidance and professional development opportunities (career fair, industry workshops, personalised counselling, etc.)
- Health and wellbeing support during the residential week in Crans-Montana (basic medical and counselling support by campus nurses, campus counsellor)
- On-campus security service 24/7 through Les Roches Campus Security during the residential week in Crans-Montana
- Access to specific campus organized events (e.g. leadership series, industry events) and extra-curricular activities and conferences that might happen during the residential week in Crans-Montana
- Cantonal and communal taxes linked to the residential week in Crans-Montana
- Swiss VAT
- Contribution to examination costs (except resit or retake examinations)
- Access to Microsoft Office automation licenses
- Reception and postal distribution service on campus during the residential week in Crans-Montana
- Contribution to Alumni lifetime services
- Learning resources tailored to suit the needs of executive level participants and program that usually comprise a variation of different support material such as textbooks, digital resources, online accesses to software and databases, copyright and licenses

## Les Roches for life career support

This service guarantees a personalized support during the professional career and as well once the student is graduated.

## Executive coaching

Every EMBA participant has access to personalized coaching, provided by a specialist partner consultancy. Three one-to-one sessions can be organised to help participants build their self-awareness and personal brand; teach them about the power of storytelling to win over potential employers or strike new partnerships; and advise them on how to maximise the value of their professional network.

## IT (device & service support – optional)

EMBA participants will be given individual access to our learning platform, which hosts program information, including support and teaching documents and other learning resources.

Participants should use 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/](https://lesroches.edu/apply/accepted-student-information/computer-policy/)

#### **Residential weeks (compulsory)**

The two residential weeks are a compulsory part of the program. Expenses are estimated and subject to change with currency variations and other factors. The residential weeks fees cover an array of different expenses that might differ between Crans-Montana and Dubai. The details are specified in the different sections of this document.

### **Fee associated with lodging, board, and transportation**

#### **Crans-Montana**

Transport to and from all school-planned activities/visits are included in the fees. On-campus/official hotel accommodation is provided for EMBA participants. The standard rate covers accommodation in a single room and includes all costs relating to heating, electricity, maintenance, bed linen, housekeeping service (once a week), free wifi.

Full board is provided for all EMBA participants.

#### **Dubai**

There are no shuttles provided to EMBA participants upon arrival/departure to and from Dubai airport to the designated residential week hotel. Transport to and from all school-planned activities/visits are included in the fees.

Single-room accommodation in a designated "official" hotel will be provided to all participants. Participants wanting to stay in private accommodation are free to do so, there will however not be any refund.

Half board (breakfast and lunch in official hotel) is provided for all EMBA participants.

### **Insurance**

EMBA participants are responsible for verifying that their private health and accident covers are valid while in Switzerland or Dubai.

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 participant's responsibility.

Les Roches cannot be held responsible for the theft of personal belongings, participant damage or third party insurance.

### **Visa application procedure for accepted candidates**

As some participants might require a Visa to enter Switzerland or Dubai, they are kindly requested to verify Visa requirements for their nationality and apply at the right time.

To see if a Visa is needed for a short-term stay in Switzerland, please visit the official Swiss website: <https://www.sem.admin.ch/sem/en/home/themen/einreise/kurzfristig.html>

Please note that it may take some time to obtain a Visa. Once officially admitted to the program, participants should enquire about Visas as soon as possible and speak with an Educational Counselor for any questions about the procedure.

### **Late cancellation fee & refund policy**

Except as described hereinafter, all fees outlined and paid for are non-refundable. If a new participant cancels one month before the official day of the start of the program, a cancellation fee of CHF 5,000.- will be retained. If a participant cancels his/her studies after the deadline mentioned above, the full amount of the program will be charged.

If a participant is suspended, expelled, or withdraws on his/her own wish once the program 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, exceptions may apply.

If a participant decides to postpone one or more modules, the positive balance can be carried out for a maximum of two years after the first official program start.

## Payments

Unless a payment plan contract has been approved, payments must be made in full in Swiss francs no later than a month prior to the start of the program.

Payments can be made by bank transfer, check, credit card or online at [lesroches.flywire.com](https://lesroches.flywire.com).

Participants will not be permitted to begin their studies until payment for the program has been received. 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](https://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 participant you are paying for (if not yourself)
5. Track and confirm your payment by email, SMS, or by logging in to [lesroches.flywire.com](https://lesroches.flywire.com)

## Financial aid and Scholarship

Les Roches provides a limited number of scholarships for new participants.

The scholarships are competitive and linked to Les Roches' admissions strategy which aims to assist motivated professionals to pursue their education in 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. 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, employer, or any other person) where the sponsor undertakes to pay any fees and other charges on behalf of the participant. Notwithstanding any sponsorship commitment as part of the application process, the participant remains liable for any outstanding debt.

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



## Accreditations

Les Roches Global Hospitality Education is accredited by the Swiss Accreditation Council (SAC) as a University of Applied Sciences Institute and the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education 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 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. Institutional accreditation allows graduates to transfer to other institutions with an internationally recognized degree.

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

<https://akkreditierungsrat.ch/en/decisions/>

<https://www.necche.org/institutions/les-roches-global-hospitality-education/>

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](mailto:info@lesroches.edu)  
[studentsaccounting@lesroches.edu](mailto:studentsaccounting@lesroches.edu)  
(returning students)

[lesroches.edu](http://lesroches.edu)

## Campus address

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



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