

Valid for programs starting in  
February and September 2020

# Marbella Spain



## Fees and other expenses

## International Students



## Terms and conditions



# Bachelor of Business Administration (BBA) in Global Hospitality Management

	Year 1		Year 2		Year 3		Year 4		
Breakdown of fees in Euros	S1	S2 Internship	S3	S4	S5 Internship	S6	S7	Total	
<b>Compulsory Expenses</b>									
Tuition fees	16,165		16,010	16,010		13,155	13,155	74,495	
Learning resources and practical arts apparel	1,640		275	340		290	120	2,665	
Health and accident insurance <sup>1</sup>	795		400	795		400	400	2,790	
<b>Total Compulsory Academic Expenses</b>	<b>18,600</b>		<b>16,685</b>	<b>17,145</b>		<b>13,845</b>	<b>13,675</b>	<b>79,950</b>	
Residential board (Full board S1&3, Half Board (S4,S6 & S7)	2,915		2,915	2,115		2,115 <sup>3</sup>	2,115 <sup>3</sup>	12,175	
On-Campus double room <sup>2</sup>	4,170		4,170	N/A		N/A	N/A	8,340	
<b>Total Compulsory Living Expenses</b>	<b>7,085</b>		<b>7,085</b>	<b>2,115</b>		<b>2,115</b>	<b>2,115</b>	<b>20,515</b>	
<b>Optional Accomodation and Board</b>									
On-Campus single room	6,415		6,415	N/A		N/A	N/A		
Car parking	175		175	175		175	175		
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 Off-campus accommodation is only an option for returning students in Semester 4, 6 and 7, Direct Entry and first time transfers to BBA 4, 6 and 7

3 For students living off-campus (S4, S6 & S7 only), half board is compulsory

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

# Postgraduate Diploma (PGD) in International Hospitality Management

Breakdown of fees in Euros	HIP	Year 1		Total
	2 weeks <sup>1</sup>	S1	S2 Internship	
<b>Compulsory Expenses</b>				
Tuition fees		12,800		12,800
Learning resources		520		520
Health and accident insurance <sup>2</sup>		795		795
Business field trip to Dubai <sup>3</sup>		2,095		2,095
<b>Total Compulsory Academic Expenses</b>		<b>16,210</b>		<b>16,210</b>
Half board		2,115		2,115
<b>Total Compulsory Living Expenses</b>		<b>2,115</b>		<b>2,115</b>
<b>Optional Accommodation and Board</b>				
Off-Campus double room <sup>4</sup>		3,225		
Off-Campus single room		4,805		
Car parking		175		
Application fee		275		
Administration fee*		100*		
Damage deposit (refundable)		500		

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants, see page 7

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

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

4 The off-campus accommodation offered above is managed by Les Roches Marbella. Students can also opt for their own accommodation. Please note during the February intake there is no off-campus accommodation managed by Les Roches Marbella option. Instead students will be accommodated on the campus residence in a double room with single use at 4,170€ as an upgrade, with full board at 2,915€

5 For students living off-campus, half board is compulsory

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



# Master's in International Hotel Management (MIHM)

9 months

Breakdown of fees in Euros	S1&2
<b>Compulsory Expenses</b>	
Tuition fees	19,885
Learning resources & Practical arts apparel	815
Health and accident insurance <sup>1</sup>	995
Business field trip to Dubai <sup>2</sup>	2,095
<b>Total Compulsory Academic Expenses</b>	<b>23,790</b>
Half board <sup>3</sup>	3,175
<b>Total Compulsory Living Expenses</b>	<b>3,175</b>
<b>Optional Accommodation and Board</b>	
Off-Campus double room <sup>4</sup>	4,835
Off-Campus single room <sup>4</sup>	6,985
Car parking	225
<b>Application Fee</b>	
Application fee	275
<b>Administration Fee*</b>	
Administration fee*	100
<b>Damage deposit (refundable)</b>	
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 Half board is compulsory

- 4 The off-campus accommodation offered above is managed by Les Roches Marbella. Students can also opt for their own accommodation. Please note during the February intake there is no off-campus accommodation managed by Les Roches Marbella option. Instead students will be accommodated in the on-campus residence in a double room with single use at 4,195€, with full board at 3,795€ during S1 as an upgrade, and will be placed in a double room off-campus accommodation managed by Les Roches Marbella during the second term with half board, or can choose a single room for S1 & S2 for the price of 6,985€ also with full board at 3,795€ during S1 as an upgrade with half board during S2

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

## Fees and other expenses

(September intake)

# Postgraduate Diploma in Marketing Management for Luxury Tourism (PGDM)

1 year

Breakdown of fees in Euros	S1	S2 Internship	Total
<b>Compulsory Expenses</b>			
Tuition fees	14,175		14,175
Learning resources	325		325
Health and accident insurance <sup>1</sup>	795		795
<b>Total Compulsory Academic Expenses</b>	<b>15,295</b>		<b>15,295</b>
Half board	2,115		2,115
<b>Total Compulsory Living Expenses</b>	<b>2,115</b>		<b>2,115</b>
<b>Optional Accommodation and Board</b>			
Off-Campus double room <sup>2</sup>	3,225		
Off-Campus single room <sup>2</sup>	4,805		
Car parking	175		
<b>Other Fees</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 The off-campus accommodation offered above is managed by Les Roches Marbella. Students can also opt for their own accommodation
- 3 Half board is compulsory for all students

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

# Postgraduate Diploma in International Hotel Management (PGDE)

1 year

Breakdown of fees in Euros	S1	S2 Internship	Total
<b>Compulsory Expenses</b>			
Tuition fees	14,490		14,490
<b>Total Compulsory Academic Expenses</b>	<b>14,490</b>		<b>14,490</b>
Full board	1,275		1,275
<b>Total Compulsory Food Expenses</b>	<b>2,115</b>		<b>2,115</b>
Hotel Accommodation in single room & Airport Transfers <sup>1</sup>	2,515		2,515
<b>Total Living Expenses (optional)</b>	<b>2,515</b>		<b>2,515</b>

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

<sup>1</sup> Optional for students who do not require accommodation and transfers

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



## Pre-Sessional Programs

Breakdown of fees in Euros	Hospitality Immersion Program (HIP) <sup>1</sup>	Intensive Hospitality English Language Program (IHELP) <sup>2</sup>
	2 weeks	15 weeks
<b>Compulsory Expenses</b>		
Tuition fees	2,115	6,500
Health and accident insurance <sup>3</sup>	85	390
<b>Total Compulsory Academic Expenses</b>	<b>2,200</b>	<b>6,890</b>
Half Board (only available for PG/Master's students)	210	1,585
On-Campus double room (compulsory for BBA students)	-	3,130
Full board (compulsory for BBA students)	-	2,195
<b>Optional Accommodation and Board</b>		
Off-Campus double room <sup>4</sup> (for IHELP + PG/Master only)	560	2,420
Car parking		150

1 Two-week Hospitality Immersion Program (HIP) for non-hospitality background applicants to PG Hospitality or PG Executive only

2 15-week Intensive Hospitality English Language Program (IHELP) for applicants not meeting the programs' English level requirements

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

4 Off-campus accommodation is permitted for students in the graduate programs only, either in the off-campus accommodation managed by Les Roches Marbella or in accommodation of the student's choice. Please note during the February intake there is no off-campus accommodation managed by Les Roches Marbella option. Instead students will be accommodated in the on-campus residence in double room with single use at 3,130€ as an upgrade, with full board at 2,195€, or can opt for own accommodation with half board compulsory

# 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€, only applicable when requesting a new application package to be couriered after the original one was already 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.

## 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, digital learning support and academic tutoring and support)
- Access to recreational facilities on campus (e.g. Manolo Santana's Sports Club membership, student events, etc.)

- Career and internship guidance and professional development opportunities only if the program has an internship period included (industry visits, personalized counseling, job search, etc.)
- Health and wellbeing support (medical and counselling 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)
- 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 PGD and Master's 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 and 3, (Semester 4 students might be required to live compulsory on campus with full board. They will be informed accordingly before the start of the semester), as well as for all undergraduate direct entry and undergraduate exchange students transferring to Les Roches Marbella for the first time (upon availability).

The standard rate shown, on the previous program tables, covers accommodation in a shared Double Room. (Triple rooms are also offered at 3,880€ per semester). 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.

Subject to availability, students can try to secure one of the limited number of single rooms on campus, via the platform, on a 'first-come, first-served' basis and will be confirmed once the full fee of the room has been made. For all other types, rooms are only confirmed upon the receipt of the full payment of fees as per payment deadline.

#### **Off-campus accommodation**

The off-campus option is only available to BBA S4, S6 and 7 (though Semester 4 students might be required to live compulsory on campus with full board. They will be informed accordingly before the start of the semester), as well as PG and Master's programs' students. Les Roches Marbella offers off-campus accommodation near the campus. These students can also opt for their own accommodation. Off-campus accommodation will be confirmed once the full amount of off-campus accommodation (managed by Les Roches Marbella) and the downpayment have been received.

The off-campus accommodation fee is not refundable.

For further information on the off campus accommodation managed by Les Roches Marbella please contact your Educational Counselor.

#### **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 semesters/terms and internships. Students who do not provide a valid private insurance certificate will automatically be registered by the institution at the most competitive rate which may vary from one semester/term to another. (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 will need to have individual access to our intranet website which hosts student information including support, teaching documents and other learning resources.

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

Specifications are published on our website at [lesroches.es](http://lesroches.es) under the admissions, accepted students section in the campus guide.

## 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.

## Internships (if applicable)

If the program of study includes internship

periods, the student is requested to complete their internship(s) in establishments approved by Les Roches. The main objective is to prepare students for their professional career by developing their managerial, entrepreneurial, and personal skills to their fullest through interesting and challenging internships.

Les Roches has established excellent relationships with the hospitality and tourism industries, and a wide choice of training opportunities is offered to students in large, medium, or small companies, in Spain or abroad. However, some countries can be restricted by government visa, work permit, policies and/or language requirements.

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 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 students who need an entry visa, it is imperative to request a one-year student visa type D (not a tourist visa, except for the Executive Program). Students are strongly advised to apply immediately as it takes at least two months to obtain a visa. You can speak with your Educational Counselor for any questions about the procedure.

Candidates must make a personal request at the Spanish Embassy / Consulate in their country of residence and present the school's attestation. Once the visa is approved (approx. 8 weeks), the Embassy / Consulate will notify the candidate



who then must collect the original visa from the Embassy / Consulate.

Candidates with European Union passports need only to send the required documents to the school.

## Downpayment (reservation)

1. New students: Upon receipt of the acceptance package and proforma invoice, a downpayment of 4,000€ for international students is to be paid within 15 days from the date on the offer letter in euros, by bank transfer, credit card or online at [flywire.com/pay/lesrochesmarbella](https://flywire.com/pay/lesrochesmarbella)

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

The tuition fees paid for each semester are not refundable. If a new student cancels before the official arrival date on campus, only the downpayment (reservation) and application fee will be retained.

If a returning student cancels his/her studies after the deadline of 15th of May (for the September intake) or 1st November (for the February intake) and without a written notification, the downpayment 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

Payments must be made in full in euros no later than the 15th November (for the February intake) and no later than the 15th May (for the September intake), unless a payment plan contract has been approved.

Students will not be permitted to begin their studies until payment for the semester has been received. Spanish Residence permits, academic transcripts and degrees are only delivered / awarded upon full settlement of all outstanding fees.

## Method of payment

### Option 1

#### Direct bank transfer

BANCO BILBAO VIZCAYA ARGENTARIA (BBVA)  
Account number: ES18 0182 2341 7502 0163 0598  
Swift adress: BBVAESMM  
IBAN: 0182 2341 75 0201630598

Please ensure the bank indicates the student's full name and 5-digit student number which appears in your pro-forma invoice on the payment advice slip for the bank transaction to facilitate payment allocation.

### Option 2

#### Flywire (bank transfer & credit card accepted)

2. Visit: [flywire.com/pay/lesrochesmarbella](https://flywire.com/pay/lesrochesmarbella)
3. Choose your country and the payment amount in EUR.
4. Choose your payment method and make your payment.
5. Enter your details and those of the student you are paying for (if not yourself).
6. Track and confirm your payment by email, SMS, or by logging in to [lesrochesmarbella.flywire.com](https://lesrochesmarbella.flywire.com)



### Option 3

#### Credit card

For credit card payments, please contact the accounting department directly:  
[accounting@lesroches.es](mailto:accounting@lesroches.es)

### 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.

Students granted a scholarship cannot request single room accommodation on or off campus. BBA students will be placed in triple room on campus when no double is available.

### General enquiries

For new students:

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

For returning students:

Main switchboard  
+34 952 764 145  
[studentservices@lesroches.es](mailto:studentservices@lesroches.es)  
[accounting@lesroches.es](mailto:accounting@lesroches.es)  
[academicsdept@lesroches.es](mailto:academicsdept@lesroches.es)

### Campus address

Les Roches Marbella  
Global Hospitality Education  
Urb. Lomas de Río Verde - Ctra. de Istán km1  
29602 Marbella  
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