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## CONTACT LES ROCHES

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### CAMPUS ADDRESS

#### LES ROCHES MARBELLA GLOBAL HOSPITALITY EDUCATION

Urb. Lomas del Río Verde, Carretera de Istán, km. 1

29602 Marbella, Málaga

Spain

P +34 952 76 41 45

E [info@lesroches.es](mailto:info@lesroches.es)



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EDUCATION



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INTERNATIONAL STUDENTS

# Fees and other expenses

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MARBELLA, SPAIN

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VALID FOR PROGRAMS STARTING IN  
FEBRUARY AND SEPTEMBER 2019







# TUITION FEES

Marbella, Spain

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

Breakdown of fees in EUR	Year 1		Year 2		Year 3		Year 4		Total I
	S1 Marbella	S2 Internship	S3 Marbella	S4 Marbella	S5 Internship	S6 Marbella	S7 Marbella		
<b>COMPULSORY EXPENSES</b>		INTERNSHIP			INTERNSHIP				
Tuition Fees	15,695		15,695	15,695		13,155	13,155	73,395	
Learning Resources & Practical Arts Apparel	1,605		270	335		285	120	2,615	
Health & Accident Insurance <sup>1</sup>	780		390	780		390	390	2,730	
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>18,080</b>		<b>16,355</b>	<b>16,810</b>		<b>13,830</b>	<b>13,665</b>	<b>78,740</b>	
Full Board S1 & S3 / Half Board S4, S6 & S7 <sup>2</sup>	2,825		2,825	2,050		2,050	2,050	12,575	
Lodging Double Room on campus <sup>3</sup>	4,050		4,050	N/A		N/A	N/A	12,150	
<b>TOTAL COMPULSORY LIVING EXPENSES</b>	<b>6,875</b>	<b>6,875</b>	<b>2,050</b>	<b>2,050</b>	<b>2,050</b>	<b>19,900</b>			
<b>OPTIONAL ACCOMODATION AND BOARD</b>									
Lodging Double Room (Off campus) <sup>3</sup>	N/A	N/A	3,130	3,130	3,130				
Lodging Single Room on campus	6,190	6,190	N/A	N/A	N/A				
Car Parking	175	175	175	175	175				
Application Fee	250								
Damage Deposit (refundable)	500								

<sup>1</sup> Please refer to the chapter on 'Insurance' in the terms and conditions section.

<sup>2</sup> Compulsory for all students living off campus, though can upgrade to full board

<sup>3</sup> Off campus accommodation is only optional for retuning and direct entry students in S6 and S7 and can opt for Les Roches Marbella off campus accommodation.

<sup>4</sup> BBA Semester 4 students might be required to live compulsory on Les Roches Marbella residence facilities with full board. They will be informed accordingly before the start of the semester.

## Master in International Hotel Management (MIHM)

Breakdown of fees in EUR	9 months	
	Marbella	Internship
<b>COMPULSORY EXPENSES</b>		INTERNSHIP
Tuition Fees	19,590	
Learning Resources & Practical Arts Apparel	800	
Business Field Trip (Dubai) <sup>4</sup>	2,035	
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>22,425</b>	
Half Board <sup>3</sup>	3,075	
<b>TOTAL COMPULSORY EXPENSES</b>	<b>25,500</b>	
<b>OPTIONAL ACCOMODATION AND OTHER EXPENSES</b>		
Accommodation in Double Room Off campus <sup>2</sup>	4,695	
Accommodation in Single Room Off campus <sup>2</sup>	6,985	
Car Parking	225	
Health & Accident insurance <sup>1</sup>	975	
<b>OTHER COMPULSORY EXPENSES</b>		
Application Fee	250	
Damage Deposit (refundable)	500	

<sup>1</sup> Please refer to the chapter on 'Insurance' in the terms and conditions section.

<sup>2</sup> Accommodation is off campus, loding managed by Les Roches Marbella which covers from 01/09/2019 to 30/04/2020.

<sup>3</sup> Half board on campus covers for the period of 02/09/2019 to 20/12/2019 and from 07/01/2020 to 17/04/2020 for Christmas break.

<sup>4</sup> Includes return flights from Málaga to Dubai, lodging, half board, and company visits.

## Postgraduate Diploma in Marketing Management for Luxury Tourism

Breakdown of fees in EUR	Year 1	
	S1 Marbella	S2 Internship
<b>COMPULSORY EXPENSES</b>		INTERNSHIP
Tuition Fees	13,760	
Learning Resources & Practical Arts Apparel	315	
Health & Accident Insurance <sup>1</sup>	780	
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>14,665</b>	
Half Board	2,050	
<b>TOTAL COMPULSORY LIVING EXPENSES</b>	<b>2,050</b>	
<b>OPTIONAL ACCOMODATION AND BOARD</b>		
Lodging Double Room (Off campus)	3,130	
Lodging Double Room (Off campus)	4,655	
Car Parking	150	
Application Fee	250	
Damage Deposit (refundable)	500	

<sup>1</sup> Please refer to the chapter on 'Insurance' in the terms and conditions section.

<sup>2</sup> Six months of Industry Experience.

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### Postgraduate Diploma in International Hospitality Management (PGD)

Breakdown of fees in EUR	Year 1		S2 Internship	
	HIP 2 Weeks Marbella <sup>1</sup>	S1 Marbella		
<b>COMPULSORY EXPENSES</b>				
Tuition Fees	2,055	12,055	INTERNSHIP	
Learning Resources & Practical Arts Apparel		885		
Health & Accident Insurance <sup>2</sup>	85	780		
Business Field Trip - Dubai <sup>3</sup>		2,035		
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>2,140</b>	<b>15,755</b>		
Half Board <sup>4</sup>	205	2,050		
<b>TOTAL COMPULSORY BOARD EXPENSES</b>				
	<b>205</b>	<b>2,050</b>		
<b>OPTIONAL ACCOMODATION:</b>				
Lodging Double Room Off campus <sup>4</sup>	435	3,130		
Lodging Single Room Off campus <sup>4</sup>	550	4,655		
Car Parking		150		
<b>Application Fee</b>				
		250		
<b>Damage Deposit (refundable)</b>				
		500		

<sup>1</sup> Two week compulsory immersion program for non-hospitality background applicants.  
<sup>2</sup> Please refer to chapter Insurance in the terms & conditions section.  
<sup>3</sup> Includes return flights from Malaga to Dubai, lodging, half board, and company visits.  
<sup>4</sup> Accommodation is off campus and can opt for Les Roches Marbella off campus accommodation, half board is mandatory with the option to upgrade to full board.

### Postgraduate Executive Diploma in International Hotel Management

Breakdown of fees in EUR	Year 1		
	S1 Marbella	S2 Internship	
<b>COMPULSORY EXPENSES</b>			
Tuition Fees	14,070	INTERNSHIP	
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>14,070</b>		
Full Board	1,235		
<b>TOTAL COMPULSORY FOOD EXPENSES</b>	<b>1,235</b>		
Hotel Accomodation in Single Room & Airport Transfers <sup>1</sup>	2,440		
<b>TOTAL LIVING EXPENSES (OPTIONAL)</b>	<b>2,440</b>		
<b>Application Fee</b>			
	250		
<b>Damage Deposit (refundable)</b>			
	300		

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

### Intensive Hospitality English Language Program (IHELP)

Breakdown of fees in EUR	Marbella	Marbella
	S1 (20 weeks)	6 weeks
<b>COMPULSORY EXPENSES</b>		
Tuition Fees	6,500	1,950
Learning Resources	330	95
Health & Accident Insurance <sup>1</sup>	390	110
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>7,220</b>	<b>2,155</b>
Full Board (BBA)	2,825	850
Lodging Double Room (on campus for BBA students)	4,050	1,200
Half Board (PG Only)	2,050	615
Lodging Double Room (off campus for PG students only)	3,130	940
<b>OPTIONAL ACCOMODATION AND BOARD</b>		
Lodging Single Room on campus (for BBA students only)	6,190	1,860
Car Parking	150	N/A
Application Fee	250	250
Damage Deposit (refundable)	500	500

<sup>1</sup> Please refer to the chapter on 'Insurance' in the terms and conditions section  
<sup>2</sup> For postgraduate students accommodation is off campus only.

Fees valid for 2019 intakes

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## NON-SMOKING POLICY

Please note the campus is a smoke-free area, including all residences and bedrooms.

## OTHER EXPENSES

It is estimated that students require on average sum of EUR 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)

All students are 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.

## 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 (lesroches.es).

## VISA APPLICATION PROCEDURE FOR ACCEPTED CANDIDATES

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). Students are strongly advised to apply immediately as it takes at least 2 months to obtain a visa. 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.

## NEW STUDENTS

**Admissions Deposit:** Upon receipt of your letter of offer, a deposit of 2,000€ must be paid within 15 days from the date on the letter of offer. This deposit guarantees the reserved place in the program and it is not refundable. The deposit is deducted from the first semester's invoice. Please note: if the student postpones his/her studies after the deposit has been made, the balance will be carried forward to the next two subsequent intakes.

Payments must be made in full in Euros no later than 1st December (for the February intake) and no later than the 15th June (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. Academic diplomas and degrees are only delivered/awarded once all fees and charges have been paid.

## RETURNING STUDENTS

**Confirmation Deposit:** Before returning to school, a deposit of 2,000 € must be paid, in Euros, by bank transfer, credit card, or online at: [www.flywire.com/pay/lesrochesmarbella](http://www.flywire.com/pay/lesrochesmarbella)

This payment confirms their place in the program. Students will not be permitted to begin the semester until the due amount has been received. Academic documentation (transcript of grades, degrees, attestations, etc.) and Spanish Residence permits are only delivered / awarded after all due fees and charges have been paid in full.

Les Roches reserves the right to suspend from his or her studies, at any time, a student with pending due amounts.

**Please note:** if a returning student postpones his/her studies after the deposit has been made, the balance will be carried forward for the next intake only. No refund will be made in this case.

**Late cancellation fee:** If a returning student cancels his/her studies after the deadline of 15 November (for the January intake) and without a written notification, a late notice fee of 2,000€ will be charged to the student's account.

## FINANCIAL AID & SCHOLARSHIPS

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

The scholarships are competitive and linked to Les Roches's admissions policy which aims to assist motivated young people to study at our institution.

Each scholarship has specific criteria and eligibility for a scholarship is examined on a case-by-case basis for those students who have submitted a complete application.

Returning students faced with extreme financial difficulty may apply via the Student Services Department for Financial Aid (subject to conditions).

Applications for scholarship from new students must be made at the time of their application by completing the Sommet Education scholarship form and submitting all required documentation indicated in the form.

For returning students scholarship application deadline will be 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 and will be placed in triple room on campus when no double is available.

# TUITION FEES - TERMS AND CONDITIONS

Marbella, Spain

## FEES FOR STUDIES

These fees include tuition, some events and facilities (conferences, leisure and sports activities, etc.), administrative costs, laundry and the ironing of professional clothes (kitchen, housekeeping and service), other school supplies, administration charges 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, internship online course, Spanish VAT, membership of the Alumni Association of Les Roches, membership for Manolo Santana Racquets' Club Sport Center, tutoring, industry presentations, examiner fees, and career counseling. Any unused services, clothes, school supplies, benefits, etc., included in the main fees are not refundable.

### The compulsory expenses cover the following:

The damage deposit, room accommodation on campus, full board (in Diploma/BBA Semesters 1 and 3), print and digital learning resources, practical arts apparel, and health and accident insurance (professional and non-professional).

### The fees do not cover the following optional or additional expenses:

Room (in Semesters 4, 6 and 7), special accommodation, parking, personal out-of-pocket expenses (including travel to and from the campus and the site of the student's internship), resit fees, on-campus or online retake fees.

## APPLICATION FEE

A non refundable fee of 250€ is required for each application for Les Roches Marbella Global Hospitality Education. The application fee can be paid online at: [lesroches.es/en/apply-online/application-fees-marbella](https://lesroches.es/en/apply-online/application-fees-marbella)

Or by credit card.

## DAMAGE DEPOSIT

A refundable damage deposit of 500€ is required to cover any damage caused to Les Roches' property by the student during his or her studies. This deposit also covers the locker. It is payable at the time of the student's first invoice and is refundable three months after their final check-out (completion of studies).

## DIGITAL LEARNING RESOURCES (COMPULSORY)

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 for an additional cost. All direct entry BBA or transfer students are required to purchase these compulsory digital learning resources (500€).

## 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 (the current rate is 780€ per year). 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 invoice for the internship semester(s) will be sent with the invoice for the previous on-campus semester

## ROOM AND BOARD

Full room and board is compulsory for undergraduate students during Semesters 1, 3 and IHELP courses: Students can choose upon availability Double or Triple Room (subject to availability). Full board includes three meals a day for five days a week, as well as brunch and dinner on Saturdays and Sundays. Students' rooms are only confirmed upon the receipt of the full payment of fees. Subject to availability, students can secure a Single Room (see table price below). There is usually high demand for the limited number of these rooms. Single rooms will be secured on a 'first-come, first paid' basis, subject to receipt of full payment of fees before the payment deadline. Half board option is available only to students living off campus (S4, s\_6 and S7). Students in the half board option are responsible for their own dinner and weekend meals. Students living off campus can upgrade to full board. BBA Semester 4 students might be required to live compulsory on Les Roches Marbella residence facilities with full board. They will be informed accordingly before the start of the semester.

Off campus accommodation will be confirmed once the full amount of off campus accommodation (managed by Les Roches Marbella), together with the deposit of 2,000€ have been received. Prices of off campus accommodation offered and managed by Les Roches Marbella can be found in the below table.

ON CAMPUS ACCOMMODATION	PRICE (EUROS)
Double Room	4,050
Triple Room	3,755
Single Room	6,190

  

OFF CAMPUS ACCOMMODATION MANAGED BY LRM	PRICE (EUROS)
Double Room	3,130
Single Room	4,655
Double Room (Master)	4,695
Single Room (Master)	6,985

Fees valid for 2019 intakes

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# TERMS & CONDITIONS

Marbella, Spain

## Tuition & Fees - Terms and Conditions

### METHOD OF PAYMENT

#### Option 1: Flywire (bank transfer & credit card accepted)

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 [lesrochesmarbella.flywire.com](https://lesrochesmarbella.flywire.com)

#### Option 2: Direct bank transfer

BANCO BILBAO VIZCAYA ARGENTARIA (BBVA)

Account number: ES18 0182 2341 7502 0163 0598

Swift address: BBVAESMM

IBAN: 0182 2341 75 0201630598

Please ensure the bank indicates the student's full name and 4-digit student number which appears in your pro-forma invoice on the payment advice slip for the bank transaction to facilitate payment allocation.

#### Option 3: Credit card

You can use the "Credit Card Payment" form available on our website:

[apply.lesroches.es](https://apply.lesroches.es)

Fill in the form, **sign it and send it back to [admissions@lesroches.es](mailto:admissions@lesroches.es)**

### DOMESTIC FEES

For residents in the Iberian Peninsula territory (Spain, Portugal, Andorra, and Gibraltar). In order to qualify for Domestic Fees under this category, you must hold a 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. Should you meet the above requirement/s, please refer to the Domestic Tuition Fees booklet available in the Admissions section of our website ([www.lesroches.es](http://www.lesroches.es)).

### REFUND POLICY AND REVIEW OF FEES

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 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.

### GENERAL ENQUIRIES

Les Roches Marbella Global Hospitality Education

Urb. Lomas de Río Verde - Ctra. de Istán km1

29602 Marbella

Malaga, Spain

P +34 952 76 41 45

E [info@lesroches.es](mailto:info@lesroches.es)

W [lesroches.es](http://lesroches.es)