

Valid for programs starting in  
Spring and Fall 2023

# 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	
<b>Compulsory Expenses</b>									
Tuition fees	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	
Health and accident insurance <sup>1</sup>	1,750		875	1,750		875	875	6,125	
<b>Total Compulsory Academic Expenses</b>	<b>33,620</b>		<b>30,325</b>	<b>31,200</b>		<b>30,325</b>	<b>30,325</b>	<b>155,795</b>	
Residential board	4,835		4,835	4,835		3,535 <sup>3</sup>	3,535 <sup>3</sup>	21,575	
On-Campus single/double room <sup>2</sup>	5,950		7,500	7,500				20,950	
<b>Total Compulsory Living Expenses</b>	<b>10,785</b>		<b>12,335</b>	<b>12,335</b>		<b>3,535</b>	<b>3,535</b>	<b>42,525</b>	
<b>Optional Accomodation and Board</b>									
On-Campus single room <sup>2</sup> (upgrade for semester 1 students)	1550					7,500	7,500		
Car parking	500		500	500		500	500		
Residential board upgrade (additional) <sup>3</sup>						1,300	1,300		
<b>Application and Administration Fees</b>									
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		Total
	2 weeks <sup>1</sup>	S1	Internship	
<b>Compulsory Expenses</b>				
Tuition fees		23,650		23,650
Learning resources		565		565
Health and accident insurance <sup>2</sup>		1,750		1,750
Business field trip <sup>3</sup>		3,150		3,150
<b>Total Compulsory Academic Expenses</b>		<b>29,115</b>		<b>29,115</b>
Flexible board		3,535		3,535
<b>Total Compulsory Living Expenses</b>		<b>3,535</b>		<b>3,535</b>
<b>Optional Accommodation and Board</b>				
On-Campus single room <sup>4</sup>		7,500		
Car parking		500		
Residential board upgrade (additional) <sup>5</sup>		1,300		
<b>Application and Administration Fees</b>				
Application fee		275		
Administration fee		150		
Damage deposit (refundable)		1,000		

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

- External accommodation (off campus) is permitted for students in the PGD program
- 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		Internship/ Capstone	Total
	2 weeks <sup>1</sup>	S1	S2		
<b>Compulsory Expenses</b>					
Tuition fees		22,790	22,790		45,580
Decoding Bootcamp <sup>2</sup>		2,000			2,000
Learning resources		565	565		1,130
Health and accident insurance <sup>3</sup>		875	1,750		2,625
Business field trip <sup>4</sup>			3,150		3,150
<b>Total Compulsory Academic Expenses</b>		<b>26,230</b>	<b>28,255</b>		<b>54,485</b>
Flexible board		3,535	3,535		7,070
<b>Total Compulsory Living Expenses</b>		<b>3,535</b>	<b>3,535</b>		<b>7,070</b>
<b>Optional Accommodation and Board</b>					
On-Campus single room <sup>5</sup>		7,500	7,500		
Car parking		500	500		
Residential board upgrade (additional) <sup>6</sup>		1,300	1,300		
<b>Application and Administration Fees</b>					
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 Please refer to the chapter on 'Insurance' in the terms and conditions section

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

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 <sup>1</sup>	S1	S2	
<b>Compulsory Expenses</b>				
Tuition fees		26,885	26,885	53,770
Learning resources		565	565	1,130
Health and accident insurance <sup>2</sup>		875	875	1,750
Business field trip <sup>3</sup>			4,300	4,300
<b>Total Compulsory Academic Expenses</b>		<b>28,325</b>	<b>32,625</b>	<b>60,950</b>
Flexible board		3,535	3,535	7,070
<b>Total Compulsory Living Expenses</b>		<b>3,535</b>	<b>3,535</b>	<b>7,070</b>
<b>Optional Accommodation and Board</b>				
On-Campus single room <sup>4</sup>		7,500	7,500	
Car parking		500	500	
Residential board upgrade (additional) <sup>5</sup>		1,300	1,300	
<b>Application Fees</b>				
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 Please refer to the chapter on 'Insurance' in the terms and conditions section

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

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) <sup>1</sup> 2 weeks
<b>Compulsory Expenses</b>	
Tuition fees	2,895
Health and accident insurance <sup>2</sup>	95
<b>Total Compulsory Academic Expenses</b>	<b>2,990</b>
Flexible board	350
<b>Total Compulsory Living Expenses</b>	<b>350</b>
<b>Optional Accommodation and Board</b>	
On-Campus single room <sup>3</sup>	750
Car parking	
Residential board upgrade (additional) <sup>4</sup>	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

## 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](https://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/](https://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-student-information/pre-arrival-information/](https://lesroches.edu/apply/accepted-student-information/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/sem/en/home/themen/einreise/faq.html](https://sem.admin.ch/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/](https://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](https://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)  
  
                                  1st of December  
                                  (for the Spring intake)

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

## 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](https://lesroches.edu)

## Campus address

Les Roches Global Hospitality Education  
Route des Moulinettes 2  
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Switzerland

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