



les
Roches

GLOBAL HOSPITALITY EDUCATION

Application package

**IT'S NOT JUST
A SCHOOL,
IT'S A WAY OF LIFE**

MARBELLA, SPAIN



Please fill out this form and return it to the admissions office. All information must be completed.

Program Applied For: _____

Student Security No.: _____

Full legal name: _____

Home Street: _____ Last Name: *Fidrych*

City: *Marbella* State: *Spain*

E-mail Address: _____

Education:

Highest school grade: _____

Do you have a high school diploma?

Number of years of post high school: *2 years*

Name and Location of Educational Institution	Degree Received	Major / Specialty

APPLYING TO LES ROCHESES

Step-by-step guide



1 Submit your application

12 – 16 weeks before the program starts

Visit apply.lesroches.es to complete the application form and upload your documents online. Alternatively, you may apply offline: please submit your completed application form and documents to your Education Counselor.

Please pay the application fee online at www.lesroches.es/en/apply-online/application-fees-marbella or use the Credit Card Payment form.

Required documents

- + Academic records (certified original transcripts with copies of final diplomas or degrees; provisional transcripts of the last three years are acceptable if you are still completing your studies)
- + Copy of passport
- + CV/resume
- + Study/post-study plan

2 Prepare for your admissions assessment



Within two days of submitting your documents

- + You will be contacted to schedule your admissions assessment.
- + This two-step process includes a written exercise and interview.



3 Receive a letter of offer

Within ten working days

If your application is successful, you will receive:

- + Letter of offer
- + Form to accept offer
- + Invoice for deposit
- + List of additional documents needed, if any



4 Confirm your acceptance

Within ten working days

To confirm your place at Les Roches, you must:

- + Sign and return the form
- + Pay your deposit
- + Send any remaining documents

You will then receive your official acceptance letter and information on visas and enrollment.



5 Pre-arrival support

Until your program starts

To help you prepare for your program, we offer:

- + Visa support services
- + Payment support
- + Arrival information
- + Campus guide
- + Student life webinar
- + Facebook group for new students



6 Arrive on campus

Your first week on campus

On official arrival days, we will welcome you with:

- + Airport pick-up
- + Check-in and registration
- + Induction and welcome events

APPLICATION FORM

Marbella, Spain



1. About the applicant

Male Female

Address

Family name

First name City State

Nationality Postal code Country

Date of birth (DD/MM/YYYY) Home phone

Email Mobile phone

2. Education

Name of high school/college/university

Country Highest qualification

City Completion date (MM/YYYY)

3. Mother tongue and English level

If English is not your mother tongue, or if you have not spent the last three years in full-time English education, please indicate the score and provide supporting documentation of one of the following*:

TOEFL score IELTS score

Cambridge First Certificate score Your mother tongue

Cambridge Advanced score Name of provider/score

*If you have any questions, please contact your Education Counselor.

4. Professional experience

Do you have professional working experience in a hospitality-related field? Yes (please provide details in your CV) No

5. Academic program

Bachelor Degree in Hospitality (3.5 years) (January 2018)

BBA in Global Hospitality Management (3.5 years) (September 2018)
Global exchange semesters available. More details once on campus.

Postgraduate Diploma in International Hospitality Management
(January and September 2018)

Postgraduate Diploma in Marketing Management for Luxury Tourism
(September 2018)

Postgraduate Executive Diploma in International Hotel Management
(September 2018)

IHELP (Intensive Hospitality English Language Program) (20 weeks for BBA)
(January and September 2018)

IHELP (6 weeks) for BBA and PG Programs (September 2018)

Please indicate the year you wish to start: Jan/Feb 20 Sept 20

6. Room and board

I would like the following arrangements: Double Room^{1*} Triple Room^{1*} Single Room^{1*} Double Room, off campus^{2*}

No room required^{*} Full Board Half Board (only for off campus students)^{*} **Additional option:** Parking^{3**}

¹ For semesters 1 and 3 - BBA and Hotel Management Diploma

² For semesters 4, 6 and 7 and Post Graduate Diploma programs (upon availability). Please refer to "Room, Board and Parking" terms and conditions in the tuition fees booklet

³ Parking on campus or in the garage is at your own risk. The School will not be held responsible for any damages or theft occurred on the premises

* Please refer to the Tuition Fees to check which program and semesters do not have compulsory lodging upon availability

** Please refer to "Room, Board and Parking" for the additional fees to be paid per semester

Do you require Private Health Insurance? No, I already have (please provide a copy) Yes, I request to be registered by Les Roches Marbella

APPLICATION FORM

Marbella, Spain



7. Medical history

Do any of the below conditions apply to you?

No Yes

- Learning differences
- Mental conditions (depression, bipolar disorder, eating disorder, etc)
- Allergies to medicine
- Daily medication
- Any other specific conditions (diabetes, asthma, epilepsy, etc)
- Physical limitations

8. About the parent/legal guardian/emergency contact

- Mr. Ms. City State
- Family name Postal code Country
- First name Home phone
- Languages spoken Mobile phone
- Email
- Address Please specify your relationship with the applicant:
- Father Mother Other (please specify):.....

9. Application fee

Please pay the application fee of €250 online at www.lesroches.es/en/apply-online/application-fees-marbella or use the Credit Card Payment form to pay by credit card.

Statement

I hereby declare that all information and attachments given in this application is exact and complete. I understand that any statement on this form which proves to be untrue or purposely misleading will render the application void and that if inaccuracies are highlighted at a later stage, Les Roches retains the right to retract any offer made or expel the student with no refund of fees. I agree to abide by the totality of Les Roches regulations, policies and procedures governing admission, enrollment and my studies at Les Roches, as they may be revised from time to time, including those related to academic life, student life and residency and finance. I understand that the fees and other financial conditions are modified once a year and I accept their revision. I consent to the storage and processing of the data contained herein by Les Roches under the provision of the 1992 Federal Act on Data Protection. I agree that any financial information or any information related to my studies that has a financial impact may be shared with my parent and/or sponsor. I hereby declare to abide by the Spanish law in case of a dispute related to the interpretation or to the execution of my legal obligation towards Les Roches Marbella and accept the exclusive competence of the Málaga court.

I have read and understood the above conditions and accept them in full.

Date (DD/MM/YYYY).....

Signature of applicant

Signature of the parent/legal guardian (if applicant is under 18 years old)

Are you working with a representative of our school to support your application to Les Roches? Yes (please state below) No

Name of the representative/company

If a company, name of contact (if known).....

Location of the representative

Please send your completed and signed forms to admissions@lesroches.es or your educational counselor.

CREDIT/DEBIT CARD PAYMENT

Marbella, Spain



Applicant information

Family name City State

First name Postal code Country

Address Home phone

..... Email

Payment

Total amount to be charged to card (in euros) Expiration date (MM/YY)

Please charge my: Visa Mastercard American Express Cardholder's name

Credit card number Security code (CVV)

Date (DD/MM/YYYY)

Cardholder's Signature

Please email your completed and signed forms to admissions@lesroches.es

LETTER OF COMMITMENT FROM FINANCIAL SPONSOR

Marbella, Spain



Sponsor details

Family name Home phone

First name Mobile phone

Nationality Address

Date of birth (DD/MM/YYYY).....

Passport or IDN° (please specify).....

Relation to applicant City State

Email Postal code Country

I hereby guarantee that I am capable of financing and commit to pay Mr./Ms.'s studies at Les Roches Global Hospitality Education and all of his/her expenses. I understand that the fees and other financial conditions are modified once a year and I accept their revision. I hereby declare to abide by the Spanish law in case of a dispute related to the interpretation or to the execution of my legal obligation towards Les Roches Marbella and accept the exclusive competence of the Málaga court.

Date (DD/MM/YYYY)

Signature

Please upload to the Online Application, or email to admissions@lesroches.es or send to your educational counselor.

SIGNATORY LETTER

Marbella, Spain



Please read the statement and declaration below and complete where indicated.

Application statement

I hereby declare that all information and attachments given on the online application is exact and complete. I understand that any statement on this form which proves to be untrue or purposely misleading will render the application void and that if inaccuracies are highlighted at a later stage, Les Roches retains the right to retract any offer made or expel the student with no refund of fees.

I agree to abide by the totality of Les Roches regulations, policies and procedures governing admission, enrollment and my studies at Les Roches, as they may be revised from time to time, including those related to academic life, student life and residency and finance. I understand that the fees and other financial conditions are modified once a year and I accept their revision.

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I have read and understood the above conditions and accept them in full.

Date (DD/MM/YYYY)

Name of applicant

Signature of applicant

Signature of the parent/legal guardian (if applicant is under 18 years old)

Please upload to the Online Application, or email to admissions@lesroches.es or send to your educational counselor.

STUDY/POST-STUDY PLAN

Marbella, Spain



What motivates you to study hospitality? Explain why you would like to study at Les Roches. Discuss your interests, past experiences and future ambitions. (Approximately 300 words, no more than one page)

Date (DD/MM/YYYY)

Signature of applicant

Please upload to the Online Application, or email to admissions@lesroches.es or send to your educational counselor.

PARENTAL CONSENT AND DECLARATION

Marbella, Spain



Applicants who are below the age of 18 at the start date of the first semester must have their parent/legal guardian complete the form below. Please upload to the Online Application, or email to admissions@lesroches.es or send to your educational counselor.

To be filled in by your parent/legal guardian

I, the undersigned: Please tick: Parent Legal guardian

Family name City State

First name Postal code Country

Address Home phone

..... Mobile phone

Email

I hereby declare that I have legal custody of the child:

Applicant's family name Address

Applicant's first name

Date of birth (DD/MM/YYYY)..... City State

Postal code Country

and I acknowledge that Les Roches is an adult environment, and therefore I assume responsibility for the well-being and actions of the minor mentioned above.

This general consent expressly also includes independent participation in voluntary activities and events organised by the school, including but not limited to general sports activities and/or events organised by the student body.

Medical consent

The nurses and medical staff of Les Roches have the minor child's permission to evaluate and treat the minor child in the event of a medical emergency.

This consent will remain in effect until my child's 18th birthday.

Date (DD/MM/YYYY)

Signature of parent/legal guardian