



Bachelor's degree in
International Hospitality Business

TUITION AND OTHER FEES

Valid for intakes of February and September 2018
London Program



BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN INTERNATIONAL HOSPITALITY BUSINESS

Breakdown of fees in CHF and GBP	Year 1		Year 2		Year 3		Year 4
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7
	Glion (CHF)	Internship (CHF)	London (GBP)	London (GBP)	Internship (GBP)	London (GBP)	London (GBP)
Compulsory expenses							
Tuition fees	27,800		19,550	19,550	–	19,550	19,550
Learning resources and practical arts courses apparel	1,200		490	490	–	490	490
Health and accident insurance ¹		1,700					
Total academic compulsory expenses	30,700	–	20,040	20,040	–	20,040	20,040
Food and beverage prepaid	3,950						
Lodging double standard room	5,350						
Total living compulsory expenses	9,300						
Optional accommodation expenses							
Lodging optional (London)							
Single room ^{2,3}			4,045	4,045		4,045	4,045
Lodging upgrade (Switzerland)							
A – Single standard room – shared bathroom	2,900						
B – Single superior room – en-suite bathroom	4,200						
C – Double superior room – en-suite bathroom	500						

1. Please refer to the chapter on 'Insurance' in the terms and conditions section. 2. The room cost shown is approximate, based on February and September 2018 prices, and subject to change. The actual cost will be confirmed upon application. 3. A bedding bundle (including a duvet, duvet cover, mattress cover, pillow and pillow slip) are included in the accommodation cost at the beginning of your accommodation period – not for students continuing their stay in the same room. **GIHE reserves the right to review and modify the fees and Terms and Conditions of each semester at any time and without prior notice. To maintain the standards expected from the institution, the fees are reviewed annually.**

TERMS AND CONDITIONS

Application Fee

A fee of GBP 150 required with each application for Glion Institute of Higher Education (GIHE) London campus. Payment of the application fee must be made in Great British Pounds (GBP) by direct bank transfer, credit card form or through Flywire <http://www.glion.edu/glion-london-admissions/application-fees>

The application fee is non-refundable.



Damage Deposit - Switzerland



A refundable damage deposit of CHF 1,250 is required to cover any damage caused to GIHE property by the student during his or her studies in Switzerland. This deposit also covers the uniform deposit as well as other items including the deposit for a locker and a washing machine card. It is payable at the time of the student's first invoice and is refundable three months after their final checkout (completion of studies) in Switzerland.

Fees for Studies - Switzerland

The tuition fees cover:

Tuition, some events and facilities (i.e. conferences, leisure and sports activities, etc.), administrative costs, laundry and the ironing of professional clothes (kitchen, housekeeping and service), other school supplies, visitors' tax, cantonal and communal taxes (applicable if the student is living on campus), administration charges for the visa and work 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), administration charges for internship(s), Swiss VAT, membership of the Alumni Association of Glion (AAG), tutoring (when necessary), industry presentations, examiner fees, access to the school nurse, and career counseling. Any unused services, clothes, school supplies, benefits, etc., included in the main fees are non-refundable.

The compulsory expenses cover the following:

The application fee, the damage deposit, room and prepaid board in semester 1, learning resources and practical arts courses apparel, and health and accident insurance.

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

Special accommodation, parking, personal out-of-pocket expenses (including travel to and from the campus and the site of the student's internship), a laptop, resit fees, on-campus or online retake fees, and the BULATS exam fee.

Residential Deposit - London



A refundable residential deposit of GBP 265 is required and charged by the University of Roehampton. It will be refunded at the end of the student's accommodation contract – providing no damage or charges have been incurred during their stay. The actual deposit amount will be confirmed upon application.

Fees for Studies - London

The tuition fees cover:

Tuition, some events and facilities (i.e. conferences, leisure, etc.), University of Roehampton Students' Union membership, administrative costs, other school supplies, administration charges for internship(s), UK VAT, membership of the Alumni Association of Glion (AAG), tutoring (when necessary), industry presentations, and career counseling. Any unused services, school supplies, benefits, etc., included in the main fees are non-refundable.

The compulsory expenses cover the following:

The application fee, the residential deposit and learning resources.

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

Board (including food), single room accommodation at the University of Roehampton, special accommodation, parking (not available on campus), a bedding bundle (including a duvet, duvet cover, mattress cover, pillow and pillow slip), additional linen, laundry costs, health insurance while on internship, personal out-of-pocket expenses (including travel to and from the campus and the site of the student's internship), and a laptop.

Room - Switzerland



The fees for room include accommodation in a double standard room with shared bathroom. Subject to availability, students can secure a special room for an additional fee. Students' rooms are only confirmed and allocated upon the receipt of the pre-payment and any lodging upgrade fee 15 days after receiving the acceptance. As there is usually high demand for the limited number of these rooms, students risk losing their room upgrade choice if not meeting the deadline of the full payment. The prices below are in Swiss Francs, per person, for the duration of one semester, and in addition to the double standard room fee:

Room category and features	Additional fees
A – Single standard room – shared bathroom	CHF 2,900
B – Single superior room – en-suite bathroom	CHF 4,200
C – Double superior room – en-suite bathroom	CHF 500

Prepaid Food and Beverage Account (Based on Consumption) - Switzerland

At the beginning of the semester, the F&B prepaid card is charged with the amount specified in the fees. This card can be used in the various outlets on campus. The prepaid amount must be used before the end of the semester and is not refundable. Students can top-up their card at any time.

Insurance - Switzerland

Health and accident insurance is mandatory in Switzerland; therefore, students are required to take the health and accident insurance provided by the institute that covers them while on campus and on internship. However, if students have a private, valid insurance cover equivalent to the Swiss health insurance cover scheme, they are required to follow the procedure to become exempted by the Swiss authorities (information about exemption and the validation of foreign insurance plans is available from the Admissions Department). Students under a European health insurance scheme who wish to use this coverage whilst studying at Glion are required to provide a valid copy of their personal health insurance card to have the health insurance fee deducted from their invoice for the semester. If students fail to complete this procedure prior to their registration on campus, they will automatically be registered for the insurance provided by the institute at the most competitive rate, which may vary from one semester to another. Students who have been granted the exemption by Swiss authorities are responsible for verifying the validity of their private health and accident insurance cover in Switzerland and on internship in Switzerland or abroad; the institute will not cover any health or accident-related expenses. 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. Glion cannot be held responsible for the theft of personal belongings, student damage or third-party insurance. The health insurance fee invoice for the internship semester(s) will be sent with the invoice for the previous on-campus semester.

Room - London



Undergraduate students can select to live on campus during their studies, subject to availability. If accommodation is taken, students will be booked a single en-suite room on the University of Roehampton campus.

Other Expenses

It is estimated that students require, on average, a sum of CHF 500 in Switzerland and GBP 450 in London, per month, to finance their out-of-pocket expenses such as snacks and drinks, entertainment, personal supplies, laundry, and any other personal expenses.

Insurance - London

While studying in the United Kingdom (UK), all students, regardless of nationality, are entitled to accident and emergency care free of charge. For all other health matters, eligibility rules apply:

- EEA nationals holding a valid European Health Insurance Card (EHIC) are entitled to reduced cost or free health care.
- Depending on the length of stay in the UK, nationals of those countries with a bilateral health agreement with the UK are entitled to access treatment – some treatments are excluded and costs may apply. For a list of countries with a bilateral agreement, visit <http://bit.ly/KliKqz> or www.nhs.uk



- Nationals of those countries without a bilateral health agreement with the UK are entitled to access treatment but will be charged.

Internships: If completing an internship outside of the UK, students are responsible for and strongly advised to have suitable health and accident insurance for the duration of their internship.

Internships

All students are requested to complete their internship(s) in establishments approved by Glion Institute of Higher Education. The main objective is to prepare students for their professional careers by developing their managerial, entrepreneurial and personal skills to the fullest through interesting and challenging internships. GIHE has established excellent relationships within the hospitality and tourism industries, and a wide choice of training opportunities is offered to students in large, medium or small companies in Switzerland and/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 GIHE.

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 will also need to use the Internet for their project research to access online library resources or emails. Students must bring their own laptop that meets the institute's requirements (operating system must be in English). Laptop specifications will be sent directly to the student upon confirmation of their enrollment and are also published on our website under www.glion.edu/pre-arrival-information

Visa Application Procedure for Accepted Candidates - Switzerland



Accepted candidates will receive an acceptance letter from the Admissions Department detailing the visa application procedure. Students are strongly advised to apply immediately as it takes at least two months to obtain a visa. If the student is a national of an EU/EEA country or Switzerland, a visa is not required to study in Switzerland. For those who need an entry visa, it is imperative to request a student visa (not a tourist visa). Candidates must make a personal request at the Swiss Embassy/Consulate in their country of residence and present the school's attestation. Once the visa is approved (after 8 to 12 weeks), the embassy/consulate will notify the candidate who then must collect the original visa from the embassy/consulate. For the latest information, please visit:

www.sem.admin.ch/sem/en/home/themen/einreise.html



Visa Application Procedure - London



To study in the United Kingdom (UK), for more than six months full time, non-EU/EEA applicants will need to apply under the Points Based System for a Tier 4 (General) Student Visa (not a tourist visa). Students cannot apply for their visa earlier than three months prior to the start of the program. Before submitting a visa application, please view the full guidance document: <http://bit.ly/1z5XTPK>



For the latest information on immigration regulations, please visit www.ukba.homeoffice.gov.uk and <https://www.gov.uk/check-uk-visa>



Pre-Payment

Upon acceptance of a student, a pre-payment of CHF 3,000 must be paid within 15 days from the date of the acceptance letter in Swiss Francs by direct bank transfer, credit card form or through Flywire as per the enclosed method of payment. This pre-payment confirms the place in the program and is non-refundable, except in extreme circumstances. The pre-payment is deducted from the student's first invoice.

Please note: If the student postpones his or her studies after the pre-payment has been made, the balance will be carried forward to the next intake only. If a student postpones to the next intake but subsequently cancels, the pre-payment will be non-refundable.

Payment

Payments must be made in full in Swiss Francs or in GBP (depending on the study location) no later than the 15th of November (for the February intake) or the 15th of June (for the September intake), unless a payment plan contract has been approved. Payments can be made by direct bank transfer or through Flywire as per enclosed method of payment. For returning students, 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.) are only delivered/awarded after all due fees and charges have been paid in full. GIHE reserves the right to suspend from his or her studies, at any time, a student with pending due amounts or non-respected payment plan installments. If a returning student withdraws from the program after the payment deadline and/or does not attend check-in, then a cancellation fee of CHF 500/GBP 300 will apply.

Scholarships

As a private institute, GIHE provides a limited number of scholarships for new and returning students. The scholarships are competitive and linked to Glion's admissions strategy, 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. The Scholarship Policy is reviewed each year and can be changed at any time and without prior notice.

Method of Payment for Semester 1 in Switzerland



Option 1:

By direct bank transfer

CREDIT SUISSE (SWITZERLAND) LTD

Beneficiary's name: GIHE Sàrl

Account number: 2665813-51-1

Swift address: CRESCHZZ80A

IBAN CH91 0483 5266 5813 5100 1

Clearing number 4835

Please ensure the bank indicates **the student's full name and 6-digit student number** on the payment advice slip for the bank transaction to facilitate payment allocation.

Option 2:

By Flywire (bank transfer and credit card accepted)

1. Visit www.glionchf.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 www.glionchf.flywire.com



Option 3:

Credit card form

Visit <http://www.glion.edu/application-document-templates>



Refund Policy

All fees outlined and paid for are non-refundable. Subject to pre-payment section, if a new student cancels before the official arrival date on campus, only the pre-payment of CHF 3,000 will be retained. If a student is dismissed or withdraws from the program during a semester, all fees are non-refundable. If the student has to take a break from their studies due to mitigating circumstances, any unused fees for tuition and accommodation will be credited if the student returns fees to Glion Institute of Higher Education within two years. The unused fee are proportional to the number of weeks remaining in the semester that have been invoiced for.

Method of Payment for Semesters in London



Option 1:

By direct bank transfer

Payments must be made in full in GBP.

GIHE UK Limited

HSBC UK, 60 Queen Victoria Street, London, EC4N 4TR

Branch sort code: 400530

Business current account no.: 34310764

IBAN: GB92MIDL40053034310764 BIC: MIDLGB22

Please ensure the bank indicates **the student's full name and 6-digit student number** on the payment advice slip for the bank transaction to facilitate payment allocation.

Option 2:

By Flywire (bank transfer and credit card accepted)

1. Visit www.glion.flywire.com
2. Choose your country and the payment amount in GBP.
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 www.glion.flywire.com



Option 3:

Credit card form

Visit <http://www.glion.edu/application-document-templates>





General Enquiries

Switzerland – GIHE
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