



MARBELLA ▪ SPAIN

INTERNATIONAL STUDENTS

# Fees and other expenses

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MARBELLA, SPAIN

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VALID ONLY FOR PROGRAMS STARTING IN  
JANUARY 2018

# TUITION FEES

Marbella, Spain

## Bachelor of Business Administration (BBA) in International Hotel Management

Breakdown of fees in EUR	Year 1		Year 2		Year 3		Year 4	Total
	S1 Marbella	S2 Marbella	S3 Internship	S4 Marbella	S5 Internship	S6 Marbella	S7 Marbella	
<b>COMPULSORY EXPENSES</b>			INTERNSHIP		INTERNSHIP			
Tuition Fees	15,090	15,090		15,090		12,650	12,650	70,570
Learning Resources & Practical Arts Apparel	1,200	720		330		280	115	2,645
Health & Accident Insurance <sup>1</sup>	385	770		770		385	385	2,695
Half Board				1,990		1,990	1,990	5,970
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>16,675</b>	<b>16,580</b>		<b>16,190</b>		<b>15,305</b>	<b>15,140</b>	<b>81,880</b>
Full Board	2,745	2,745						5,490
Lodging Double Room <sup>2</sup>	3,985	3,985						7,970
<b>TOTAL COMPULSORY LIVING EXPENSES</b>	<b>6,730</b>	<b>6,730</b>						<b>13,460</b>
<b>OPTIONAL ACCOMODATION AND BOARD</b>								
Lodging Double Room (Off campus) <sup>2</sup>			3,080	3,080	3,080			
Lodging Single Room on campus: Upgrade (additional)	2,105	2,105						
Car Parking	150	150	150	150	150	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> Off campus accommodation is an option for returning students or direct entry students in Semester 4, 6 and 7.

## Diploma in Hotel Management

Breakdown of fees in EUR	Year 1		Year 2		Year 3		Total		
	S1 Marbella	S2 Marbella	S3 Internship	S4 Marbella	S5 Internship	S6 Internship			
<b>COMPULSORY EXPENSES</b>			INTERNSHIP		INTERNSHIP	INTERNSHIP			
Tuition Fees	15,090	15,090		15,090					45,270
Learning Resources & Practical Arts Apparel	1,200	720		330					2,250
Health & Accident Insurance <sup>1</sup>	385	770		1,155					2,310
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>16,675</b>	<b>16,580</b>		<b>16,575</b>					<b>49,830</b>
Full Board	2,745	2,745							5,490
Lodging Double Room	3,985	3,985							7,970
Half Board				1,990					1,990
<b>TOTAL COMPULSORY LIVING EXPENSES</b>	<b>6,730</b>	<b>6,730</b>		<b>1,990</b>					<b>15,450</b>
<b>OPTIONAL ACCOMODATION AND BOARD</b>									
Lodging Double Room (Off campus) <sup>2</sup>			3,080						
Lodging Single Room on campus: Upgrade (additional)	2,105	2,105							
Car Parking	150	150	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> Off campus accommodation is an option only for Semester 4 students.

Les Roches Global Hospitality Education reserves the right to review and modify the tuition fees of each study block at any time and without prior notice. To maintain the standards expected from the institution, the fees are reviewed annually.



## Postgraduate Intensive Diploma in International Hotel Management

Breakdown of fees in EUR	Year 1	
	S1 Marbella	S2 Internship
<b>COMPULSORY EXPENSES</b>		
Tuition Fees	15,590	INTERNSHIP
Learning Resources & Practical Arts Apparel	865	
Health & Accident Insurance <sup>1</sup>	770	
<b>TOTAL COMPULSORY ACADEMIC EXPENSES</b>	<b>17,225</b>	
Half Board	1,990	
<b>TOTAL COMPULSORY LIVING EXPENSES</b>	<b>1,990</b>	
<b>OPTIONAL ACCOMODATION AND BOARD</b>		
Lodging Double Room (Off campus)	3,080	
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

Fees valid for January 2018

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# 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 2), 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 and board (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 fee of 250€ is required with 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](http://lesroches.es/en/apply-online/application-fees-marbella)

The application fee is non-refundable.

### 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

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 770€ 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 (ON CAMPUS STUDIES)

Full room and board is compulsory for undergraduate students during Semesters 1 and 2: **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 for an additional fee (see table below). There is usually high demand for the limited number of these rooms. Single rooms will be secured on a 'first-come, first-served' basis, subject to receipt of full payment of fees before the payment deadline. Half board option is available only to students living off campus. Students who choose the half board option are responsible for their own dinner and weekend meals.

Off campus accommodation will be confirmed upon received of the full amount (3,080€) together with the deposit receipt.

ON CAMPUS ACCOMMODATION / PARKING	PRICE (EUROS)
Double Room	3,985
Triple Room	3,480
Single Room	6,090
Parking	150

Fees valid for January 2018

Les Roches Global Hospitality Education reserves the right to review and modify the tuition fees of each study block at any time and without prior notice. To maintain the standards expected from the institution, the fees are reviewed annually.



## OTHER EXPENSES

It is estimated that students require on average sum of EUR 400 per month to finance their out-of-pocket expenses such as snacks and drinks, entertainment, personal supplies, laundry, and any other personal expenses.

## NON-SMOKING POLICY

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

## 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 will also need to use the Internet for their project research, to access online library resources or email.

Students may bring their own laptop provided it meets the institution's requirements. Specifications are published on our website ([lesroches.es](http://lesroches.es)).

## ADDITIONAL COURSES

Subject to schedule availability and classroom size (minimum 5 students), students can choose to take additional elective courses in Semesters 6 and 7 of the BBA program. This will incur a cost of 1,700€ per course and each course bears 3 credits. Please contact the Academic Dean for further information.

## 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.

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## ADMISSION DEPOSIT

New students: 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, in Euros, by bank transfer, credit card or online at [flywire.com/pay/lesrochesmarbella](http://flywire.com/pay/lesrochesmarbella). This deposit confirms your place in the program and is not refundable, except in demonstrated exceptional circumstances. 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.

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

**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.

## PAYMENT

Payments must be made in full in Euros no later than 15 November (for the January intake). Payments can be made by direct bank transfer, credit card or online at Visit: [flywire.com/pay/lesrochesmarbella](http://flywire.com/pay/lesrochesmarbella). 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.) 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.

## LATE CANCELLATION FEE FOR RETURNING STUDENTS

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 with Student Services Department for Financial Aid (subject to conditions). Applications must be made at least four months prior to the start of the intended semester of study. For returning students scholarship application deadline will be 1<sup>st</sup> November (for January intake). Students granted a scholarship cannot request single room accommodation.

# TERMS & CONDITIONS

Marbella, Spain

## Tuition & Fees - Terms and Conditions

### METHOD OF PAYMENT

#### Option 1: 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 on the payment advice slip for the bank transaction to facilitate payment allocation.

#### Option 2: 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 [lesroches.flywire.com](https://lesroches.flywire.com)

#### Option 3: Credit card

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

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

Fill it 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. Please refer to the Iberian Peninsula Tuition Fees booklet available in the Tuition 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 student cancels before the official arrival date on campus, only the pre-payment 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. To maintain the standards expected from the institution, the fees are reviewed per semester.

### GENERAL ENQUIRIES

International Enrollment Team

Les Roches Global Hospitality Education

Ctra. de Istán Km1 Urb. Lomas de Río Verde

29602 Marbella

Malaga, Spain

P +34 952 76 44 37

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

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

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## CONTACT LES ROCHES

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### CAMPUS ADDRESS

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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