





# Bachelor of Business Administration (BBA) in International Hospitality Business

Three-and-a-half-year program  
in London

**VALID FOR STUDENTS  
STARTING IN SPRING  
& FALL 2022**

Breakdown of fees in CHF and GBP	Year 1		Year 2		Year 3		Year 4	Total BBA Excl. S1 fees (GBP)
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	
	Glion (CHF)	Internship	London (GBP)	London (GBP)	Internship	London (GBP)	London (GBP)	
<b>Compulsory expenses</b>								
Tuition fees	33,900		23,600	23,600		23,600	23,600	<b>94,400</b>
Learning resources	600		490	490		490	490	<b>1,960</b>
Practical arts courses apparel	1,200							
Business field trip							1,100	<b>1,100</b>
Health and accident insurance <sup>1</sup>	1,700							
Administrative fees	450							
<b>Total academic compulsory expenses</b>	<b>37,850</b>		<b>24,090</b>	<b>24,090</b>		<b>24,090</b>	<b>25,190</b>	<b>97,460</b>
Food and beverage prepaid	4,500							
Double superior room – en-suite bathroom	5,850							
<b>Total living compulsory expenses</b>	<b>10,350</b>							
<b>Optional accommodation expenses</b>								
Single room on the UoR* campus <sup>2</sup>			4,381	4,381		4,381	4,381	
<b>Lodging upgrade (Switzerland)</b>								
A – Single standard room – shared bathroom	2,400							
B – Single superior room – en-suite bathroom	3,700							

\*UoR – University of Roehampton. 1. Please refer to the chapter on ‘Insurance’ in the terms and conditions section. 2. The room cost shown is approximate, based on 2021 prices, and subject to change. The actual cost will be confirmed upon application, and will be invoiced by and paid to the University of Roehampton (UoR).

Glion 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 & conditions

## Application fee

A non-refundable application fee of GBP 175 is required with each application for Glion London campus.

## Damage deposit – Switzerland

A refundable damage deposit of CHF 1,250 is required to cover any damage caused to Glion property by the student during his or her studies, regardless of the student living on campus or not. 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 will be credited on the student's account at the end of their last on-campus semester. The remaining positive balance (providing no damage or charges have been incurred during their stay) will be refunded to the official sponsor three months after the end of their final semester.

## 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 – Switzerland

### **TUITION FEES COVER:**

Tuition, some events and facilities (i.e. conferences, leisure and sports activities, etc.), Luxury Gastronomy and Hospitality Masterclass in semester 1 (transportation, accommodation, half board and other school-planned activities), other school supplies, administration charges for internship(s), Swiss VAT, contribution to the Alumni Association of Glion (AAG), tutoring (when necessary), industry presentations, examiner fees, access to the Health & Welfare Counselor, and career counseling. Any unused services, clothes, school supplies, benefits, etc., included in the main fees are non-refundable.

### **LEARNING RESOURCES FEES COVER:**

Various learning materials such as textbooks, e-books, access to library and online database, etc.

### **ADMINISTRATIVE FEES COVER:**

The school's administrative costs related to the student's study visa and residence permit (excluding legal and court charges if the visa or permit is refused, and an appeal is made by the student), as well as administrative services such as communal & cantonal fees obligations.

### **COMPULSORY EXPENSES COVER:**

The application fee, the damage deposit, accommodation and food & beverage prepaid in semester 1, learning resources, practical arts courses apparel, and health & accident insurance.

### **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 and resubmission fees, and the LINGUASKILLS exam fee.

## Fees for studies – London

### **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, contribution to the Alumni Association of Glion (AAG), tutoring (when necessary), industry presentations, and career counselling. Any unused services, school supplies, benefits, etc., included in the main fees are non-refundable.

### **LEARNING RESOURCES FEES COVER:**

Various learning materials such as textbooks, e-books, access to library and online database, etc.

### **COMPULSORY EXPENSES COVER:**

The application fee, the residential deposit and learning resources.

### **BUSINESS FIELD TRIP FEES MAY COVER DEPENDING ON THE LOCATION:**

Transportation, lodging, logistics, activities, and academic delivery and assessments. Field trips are a compulsory part of our BBA programs: they are subject to assessments and are an integral part of the BBA7 grades and students' results.

### **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), 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

Room fees include accommodation in a double superior room with en-suite bathroom. Depending on availability, students might be assigned a double standard room with shared bathroom (with a reduction of CHF 500.- per semester).

New students who have paid the pre-payment and have received their acceptance documents will be invited to select their room on the accommodation platform as soon as it is opened. The room type will be confirmed only upon receipt of the full due amount by the official payment deadline on a first-paid, first-served basis.

Subject to availability, students can select a single room for an additional fee. Room selection and confirmation are per semester. There is high demand for the limited number of these rooms, so we advise students to settle the full due amount as early as possible, as room allocation occurs on a first-paid, first-served basis. Students risk losing their room upgrade choice if they do not meet 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 superior room with en-suite bathroom fee:

<b>ROOM CATEGORY AND FEATURES</b>	<b>ADDITIONAL FEES</b>
A – Single standard room – shared bathroom	CHF 2,400
B – Single superior room – en-suite bathroom	CHF 3,700

## Prepaid food & 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 nor transferable. Students can top-up their card at any time.

## Campus closures in 2022-2023 Switzerland

Rooms are not available to students and F&B services will not be provided during the following period:

- From 19 December 2022 to 1 January 2023 inclusive

## Room – London

Bachelor 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, provided and invoiced by the University of Roehampton (UoR) campus, for which the UoR T&Cs apply.

## 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.

Please note that the estimated GBP 450 per month in London does not include board. Students will need additional funds to cover board costs.

## Insurance – Switzerland

Health and accident insurance is mandatory in Switzerland; therefore, non-Swiss resident students are required to take the health and accident insurance provided by Glion that covers them while on campus and on internship. However, if students have a private, valid insurance coverage equivalent to the Swiss health insurance coverage 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 Glion 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 coverage in Switzerland and on internship in Switzerland or abroad; Glion 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.

## 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:

- Depending on the length of stay in the UK, nationals of countries with a bilateral health agreement with the UK are entitled to access treatment – some treatments are excluded and costs may apply.
- 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. 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. Glion 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 Glion.

## Laptop policy

Students will need to have individual access to our Intranet site, 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 Glion's requirements. Laptop specifications will be sent directly to the student upon confirmation of their enrolment and are also published on our website under [www.glion.edu/new-students](http://www.glion.edu/new-students)

## 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 responsible for completing the visa application procedure and 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 Type D Study 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 and other supporting documents listed on the website of the local Swiss consulate.

## Visa application procedure – London

To study in the United Kingdom (UK) for more than six months full time, international applicants will need to apply for a Student Route visa (not a tourist visa). Students are recommended not to 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 below.

For the latest information on immigration regulations, view the links below.

## Pre-payment

New students will receive their acceptance documents after receipt of the CHF 5,000/GBP 4,000 pre-payment. This pre-payment confirms the place in the program and is non-refundable, except in case of mitigating circumstances assessed by the Students Accounting Committee. 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 two intakes (one year) only.

## Payment

Payments must be made in full in Swiss Francs or in GBP (depending on the study location) no later than 15th November (for the Spring intake) or 15th May (for the Fall intake), unless a payment plan contract has been approved. For returning students, this payment confirms their place in the program and room allocation. 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. Glion 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.

## Scholarships

As a private institute, Glion provides a limited number of scholarships for new and returning students. 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. Scholarships are granted at Glion's sole discretion. Scholarships apply to tuition only, are not cumulative and do not apply to on-campus or online retake fees. The Scholarship Policy is reviewed each year and can be changed at any time and without prior notice.

## Refund policy

Except as described hereinafter, all fees outlined and paid for are non-refundable. As per the pre-payment section, if a new student cancels before the official arrival date on campus, only the pre-payment of CHF 5,000/GBP 4,000 will be retained. If a student is dismissed or withdraws from the program during a semester (after the official check-in day), all fees are non-refundable.

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.

If the student has to take a break from their studies due to mitigating circumstances approved by the Glion Students Accounting committee, any unused fees for tuition, accommodation and the remaining credit of the F&B prepaid card will be credited if the student returns to Glion within two years. The unused tuition and accommodation fees (Swiss campuses only) are proportional to the number of weeks remaining in the semester that have been invoiced for. In any case, if the due fees for the semester have not been settled in full, the outstanding amount will be (or become in case of payment plan) immediately due and Glion will ask for instant payment.

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.

## 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.



Switzerland – GIHE  
Admissions department

Rue de l’Ondine 20  
CH-1630 Bulle  
Switzerland

**Tel**

+41 (0)26 919 78 78

**Email**

admissions@glion.edu

**Registered Office**

GIHE Sàrl  
CH-1630 Bulle  
Switzerland

United Kingdom – GIHE  
Admissions department

Downshire House  
Roehampton Lane  
London, SW15 5HT  
United Kingdom

**Tel**

+44 (0)208 392 72 64

**Email**

admissionsuk@glion.edu

**Registered Office**

C/O Sommet Education UK Limited  
17 Devonshire Square  
London, EC2M 4SQ  
United Kingdom