





Bachelor of Business Administration (BBA) in International Hospitality Business

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

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

Breakdown of fees in CHF	Year 1		Year 2		Year 3		Year 4	Total BBA
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	
	Glion	Internship	Bulle	Bulle	Internship	Bulle	Bulle	
Compulsory expenses								
Tuition fees	33,900		30,900	30,900		30,900	30,900	157,500
Learning resources	600		600	600		600	600	3,000
Practical arts courses apparel	1,200							1,200
Business field trip							1,500	1,500
Health and accident insurance ¹	1,700		850	1,700		850	850	5,950
Administrative fees	450		450	450		450	450	2,250
Total academic compulsory expenses	37,850		32,800	33,650		32,800	34,300	171,400
Food and beverage prepaid	4,500		3,500	3,500				11,500
Double superior room - en-suite bathroom	5,850		5,850	5,850				17,550
Total living compulsory expenses	10,350		9,350	9,350				29,050
Optional accommodation and F&B fees								
Food and beverage prepaid						2,500	2,500	
Double superior room – en-suite bathroom						5,850	5,850	
Lodging upgrade								
A – Single standard room – shared bathroom	2,400							
B – Single superior room – en-suite bathroom	3,700		3,700	3,700		3,700	3,700	

1. Please refer to the chapter on 'Insurance' in the terms and conditions section.

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 CHF 275 is required with each application for Glion.

Damage deposit

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.

Fees for studies

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 ACADEMIC & LIVING EXPENSES COVER:

The application fee, the damage deposit, accommodation and food & beverage prepaid (in semesters 1, 3 and 4 only), business field trip in semester 7, learning resources, practical arts courses apparel, and health & accident insurance.

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:

Room and food & beverage (F&B) prepaid fees (in semesters 6 and 7 only), any subsequent F&B top ups, 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 submission fees, and the LINGUASKILLS exam fee.

Room

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.

Returning students should be able to select their room choice before receiving the pro-forma invoice for the following semester and 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:

ROOM CATEGORY AND FEATURES	ADDITIONAL FEES
A – Single standard room with shared bathroom (Glion campus only)	CHF 2,400
B – Single superior room with en-suite bathroom	CHF 3,700

Campus closures in 2022-2023

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

Prepaid food & beverage account (based on consumption)

At the beginning of each 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 transferrable. Students can top-up their card at any time. Glion reserves the right to suspend the F&B meal plan account at any time for special reasons (i.e. suspension of studies, non-payment of semester fees).

Other expenses

It is estimated that students require, on average, a 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.

Insurance

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, which 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.

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

Visa application procedure for accepted candidates

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.

Pre-payment

New students will receive their acceptance documents after receipt of the CHF 5,000.- 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.

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.

Payment

Payments must be made in full in Swiss Francs 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 in full. 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 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 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 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.



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

glion.edu