



GLION
INSTITUTE OF HIGHER EDUCATION

UNDERGRADUATE TUITION & OTHER FEES

Valid for July and October 2017

Switzerland, London and Multicampus

Switzerland

Bachelor of Business Administration (BBA) in Hospitality Management

Bachelor of Business Administration (BBA) in Event, Sport and Entertainment Management

Bachelor of Business Administration (BBA)									
Switzerland									
Breakdown of Fees in CHF		Year 1		Year 2		Year 3		Year 4	
	(CHF)	Blocks 1 & 2 Semester 1 Glion (CHF)	Blocks 3 & 4 Semester 2 Internship (CHF)	Blocks 5 & 6 Semester 3 Bulle (CHF)	Blocks 7 & 8 Semester 4 Bulle (CHF)	Blocks 9 & 10 Semester 5 Internship (CHF)	Blocks 11 & 12 Semester 6 Bulle (CHF)	Blocks 13 & 14 Semester 7 Bulle (CHF)	Total BBA (CHF)
Tuition		27,150		27,150	27,150		27,150	27,150	135,750
Compulsory Expenses - All Students									
Application Fee	250								250
Damage & Uniform Deposit (refundable)	1,250								1,250
Double Standard Room		5,350		5,350	5,350				16,050
Full Board		4,650		4,650	4,650				13,950
Textbooks and Learning Materials		550		550	550		550	550	2,750
Health Insurance ¹		750	750	750	750	750	750	750	5,250
Total									39,500
Optional Accommodation Fees									
Double Standard Room ²							5,350	5,350	10,700
Optional Board Fees									
Full Board							4,650	4,650	9,300
Lunch Plan (Mon-Fri)							2,000	2,000	4,000
Other Course Fees									
English Language Support (as required per admissions acceptance)		1,500							1,500

London

Bachelor of Business Administration (BBA) in Hospitality Management

Bachelor of Business Administration (BBA)								
London								
Breakdown of Fees		Year 1		Year 2		Year 3		Year 4
		Blocks 1 & 2 Semester 1 London (GBP)	Blocks 3 & 4 Semester 2 Glion (CHF)	Blocks 5 & 6 Semester 3 Internship	Blocks 7 & 8 Semester 4 London (GBP)	Blocks 9 & 10 Semester 5 Internship	Blocks 11 & 12 Semester 6 London (GBP)	Blocks 13 & 14 Semester 7 London (GBP)
Tuition		19,550	27,150		19,550		19,550	19,550
Compulsory Expenses - All Students								
Application Fee	150 (GBP)							
Damage & Uniform Deposit - CH (refundable)			1,250					
Double Standard Room - CH			5,350					
Full Board - CH			4,650					
Textbooks and Learning Materials		340	550		340		340	340
Health Insurance ¹			750					
Total	150	19,890	39,700		19,890		19,890	19,890
Optional Accommodation Fees								
Residential Deposit - UK (refundable)	265 (GBP)							
Single Room ^{2,3} - UK		4,030			4,030		4,030	4,030
Bedding Bundle - UK		15			15		15	15

¹ Please refer to the chapter on 'Insurance' in the terms and conditions section on page 4.

² External accommodation is available for students' semesters in Switzerland subject to the authorization of the Residential Life Department.

³ The room cost shown is approximate, based on July and October 2017 prices, and subject to change. The actual cost will be confirmed upon application.

GIHE 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.

Multicampus - Switzerland and London

Bachelor of Business Administration (BBA) in Hospitality Management

Bachelor of Business Administration (BBA) Multicampus – Switzerland and London								
Breakdown of Fees		Year 1		Year 2		Year 3		Year 4
		Blocks 1 & 2 Semester 1 Glion (CHF)	Blocks 3 & 4 Semester 2 Internship (CHF)	Blocks 5 & 6 Semester 3 London (GBP)	Blocks 7 & 8 Semester 4 London (GBP)	Blocks 9 & 10 Semester 5 Internship (CHF)	Blocks 11 & 12 Semester 6 Bulle (CHF)	Blocks 13 & 14 Semester 7 Bulle (CHF)
Tuition		27,150		19,550	19,550		27,150	27,150
Compulsory Expenses - All Students								
Application Fee	250 (CHF)							
Damage & Uniform Deposit - CH (refundable)	1,250 (CHF)							
Double Standard Room - CH		5,350						
Full Board - CH		4,650						
Textbooks and Learning Materials		550		340	340		550	550
Health Insurance ¹		750	750			750	750	750
Total	1,500 (CHF)	38,450	750	19,890	19,890	750	28,450	28,450
Optional Accommodation Fees								
Residential Deposit - UK (refundable)	265 (GBP)							
Single Room ³ - UK				4,030	4,030			
Double Standard Room ² - CH							5,350	5,350
Bedding Bundle - UK				15	15			
Optional Board Fees								
Full Board - CH							4,650	4,650
Lunch Plan (Mon-Fri) - CH							2,000	2,000
Other Course Fees								
English Language Support (as required per admissions acceptance)		1,500						

¹Please refer to the chapter on 'Insurance' in the terms and conditions section on page 4.

²External accommodation is available for students' semesters in Switzerland subject to the authorization of the Residential Life Department.

³The room cost shown is approximate, based on July and October 2017 prices, and subject to change. The actual cost will be confirmed upon application.

GIHE 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.

Tuition & Other Fees - Terms & Conditions

The Application Fee

Switzerland

A fee of CHF 250.- is required with each application for Glion Institute of Higher Education in Switzerland. Complete credit card information must be provided on the application form. If credit card details are not provided, the application fee will be charged on the first invoice sent with the student's package. The application fee is non-refundable.

London

A fee of GBP 150.- is required with each application for Glion Institute of Higher Education in London. The application fee can be paid by direct bank transfer or via the online payment portal Flywire as per the method of payment on page 6. Alternatively, the application fee will be charged on the first invoice sent with the student's package. The application fee is non-refundable.

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.

Fees for Studies in Switzerland

The fees cover the following:

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 and uniform deposit, room and board (in Blocks 1 & 2, Blocks 5 & 6, and Blocks 7 & 8 only), textbooks and learning materials (including access to the library, access to the research database, case studies, and handouts), and health and accident insurance.

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

English language support (if required), room and board (in Blocks 11 & 12 and Blocks 13 & 14 only), 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.

Fees for Studies in London

The fees cover the following:

Tuition, some events and facilities (i.e. conferences, leisure, etc.), University of Roehampton Students' Union membership, administrative costs, other school supplies, uniform, accommodation / board and insurance for Blocks 3 & 4 in Switzerland, administration charges for internship(s), UK VAT, membership of the Alumni Association of Glion (AAG), tutoring (when necessary), industry presentations, examiner fees, 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, and textbooks and learning materials (including access to the library and research database, case studies, and handouts).

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, the residential deposit, a bedding bundle (including a duvet, a duvet cover, a mattress cover, a pillow, and a pillow slip), additional linen, a round-trip flight to Switzerland for the Practical Arts block, 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.

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 which 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.

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.

Other Expenses

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

Room and Board (On-Campus Studies)

New students - Switzerland: The fees for room and board in Switzerland include accommodation in a Double Standard Room in addition to full board (three meals a day for five days a week, as well as brunch and dinner on Saturdays and Sundays). Students' rooms are only confirmed and allocated upon the receipt of the full payment of fees.

Subject to availability, students can secure a special room for an additional fee. As there is usually high demand for the limited number of these rooms, students will be given priority on a 'first-come, first-served' basis (subject to receipt of full payment of fees before the payment deadline). The prices below are in Swiss Francs, per person, for the duration of two blocks, and in addition to the Double Standard Room fee:

ROOM CATEGORY*	ROOM FEATURES	ADDITIONAL FEE
A – Single 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.-

* Each room category is subject to availability and will be confirmed upon payment of the full fees.

Please note: In special circumstances, a double room can be converted into a single room to meet a high demand for Single Superior rooms. In this case, additional costs are incurred, so an extra fee is charged.

Please note: The campuses are smoke-free areas – including in all bedrooms.

Returning students - Switzerland: Returning students are able to reserve a room on campus. Guidelines will be given to students; an administrative fee may be incurred if these guidelines are not met.

New students - London: Undergraduate students can select to live on campus during their studies. If accommodation is taken, students will be booked a single room on the University of Roehampton campus. Students' rooms are only confirmed and allocated upon the receipt of the full payment of fees. While completing Practical Arts (Blocks 3 & 4) in Switzerland, undergraduate students will be accommodated in double rooms.

Damage Deposit in 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. 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 check-out (completion of studies).

Residential Deposit in 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.

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 career by developing their managerial, entrepreneurial, and personal skills to their 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. 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

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 or in the United Kingdom. For those who need an entry visa, it is imperative to request a student visa (not a tourist visa).

Switzerland

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.

London

To study in the United Kingdom (UK), for more than six months full time, students 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.

Pre-Payment

New students: Upon acceptance of a student, a pre-payment of CHF 3,000.- / GBP 2,100.- must be paid within 15 days from the date of the acceptance letter in Swiss Francs or in British Pounds (depending on study block location) by direct bank transfer or through Flywire as per the method of payment on page 6. This pre-payment confirms the place in the program and is refundable if a formal written cancellation is received before the 15th of May (for the July intake) or the 15th of August (for the October intake). 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.

Payments

New and returning students: Payments must be made in full in Swiss Francs or in British Pounds (depending on study block location) no later than the 15th of May (for the July intake) or the 15th of August (for the October intake), unless a payment plan contract has been approved. Payments can be made by direct bank transfer or through Flywire as per the method of payment on page 6. 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.

Refund Policy and Review of Fees

All fees outlined and paid for are non-refundable. If a new student cancels before the official arrival date on campus, only the pre-payment of CHF 3,000.- / GBP 2,100.- 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, food, and accommodation will be credited if the student returns to Glion Institute of Higher Education within two years. The unused tuition fee is proportional to the number of weeks remaining in the two blocks that have been invoiced for.

GIHE reserves the right to review and modify the fees for each study block, and the Scholarship Policy, at any time and without prior notice. To maintain the standards expected of the institution the fees and the policy are reviewed annually.

Method of Payment

Option 1: By direct bank transfer

For semesters on the Glion campus:

Banque Cantonale Vaudoise, 1001 Lausanne, SWITZERLAND
Beneficiary's Name: GIHE Sàrl
Account Number: C5006.72.77
Swift Address: BCVL CH 2 LXXX
IBAN: CH03 0076 7000 C500 6727 7

For semesters on the Bulle campus:

Banque Cantonale de Fribourg, 1701 Fribourg, SWITZERLAND
Beneficiary's Name: GIHE Sàrl
Account Number: 25 01 046.835-05
Swift Address: BEFR CH 22XXX
IBAN: CH15 0076 8250 1046 8350 5

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 & credit card accepted)

For semesters on the Glion or Bulle campus:

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

For semesters on the London campus:

Option 1: By direct bank transfer

GIHE UK Limited
HSBC UK
60 Queen Victoria Street
LONDON EC4N 4TR

Payments must be made in full in GBP.
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 & credit card accepted)

For semesters on the London campus:

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

General enquiries to: Glion Institute of Higher Education

Switzerland: Admissions Department - Rue de l'Ondine 20 - CH-1630 Bulle - Switzerland

Phone: +41 (0)26 919 78 78 - Fax: +41 (0)26 919 78 79 - Email: admissions@glion.edu

Registered office: GIHE Sàrl - CH-1630 Bulle

United Kingdom: Admissions Department - Rue de l'Ondine 20 - CH-1630 Bulle - Switzerland

Phone: +41 (0)26 919 78 78 - Fax: +41 (0)26 919 78 79 - Email: admissionsuk@glion.edu

Registered office: C/O Legalink Ltd. - 1 Fetter Lane - London - England - United Kingdom - EC4A 1BR

Website: www.glion.edu