



**GLION**  
INSTITUTE OF HIGHER EDUCATION

# GRADUATE TUITION & OTHER FEES

Valid for 2017

**Switzerland and London**

## Postgraduate Diploma (PGD) in Hospitality Administration

Fees Breakdown	PGD in Hospitality Administration Switzerland				PGD in Hospitality Administration London #				
		Block 1 & 2	Block 3	Internship		Block 1 & 2		Block 3	Internship
		Glion and Bulle (CHF)	Bulle (CHF)	(CHF)		London (GBP)	Glion (CHF)	London (GBP)	(CHF)
Tuition		18,800	9,400			6,400	9,400	6,400	
<b>Compulsory Expenses All Students</b>									
Application Fee	250				150				
Damage & Uniform Deposit (refundable)	1,250								
Double Superior Room <sup>2</sup>							2,925		
Full Board							2,325		
Textbooks and Learning Materials		300	150			95	150	95	
Health Insurance <sup>1</sup>		750	375	750			375		750
<b>Total</b>	<b>1,500</b>	<b>19,850</b>	<b>9,925</b>	<b>750</b>	<b>150</b>	<b>6,495</b>	<b>15,175</b>	<b>6,495</b>	<b>750</b>
<b>Optional Accommodation Fees</b>									
Double Superior Room <sup>2</sup>		5,850	2,925						
Residential Deposit (refundable)					265				
Single Room <sup>2 3 4</sup>						2,015		2,015	
Bedding Bundle						15		15	
<b>Optional Board Fees</b>									
Full Board		4,650	2,325						
Lunch Plan (Mon-Fri)		2,000	1,000						

<sup>1</sup> For those students doing the PGD in London, the first 10 week block is at Glion London and accommodation is available on request. The 10 weeks of applied learning in block 2 is taken at the Glion campus in Switzerland.

# EU and EEA passport holders only

## Master of Science in International Hospitality Finance

Fees Breakdown in CHF	MSc in International Hospitality Finance Switzerland		
		Year 1	
		Block 1 & 2 S1 Bulle	Block 3 & 4 S2 Bulle
Tuition		18,800	18,800
<b>Compulsory Expenses All Students</b>			
Application Fee	250		
Damage Deposit (refundable)	1,250		
Textbooks and Learning Materials		700	700
Health Insurance <sup>1</sup>		750	750
<b>Total</b>	<b>1,500</b>	<b>20,250</b>	<b>20,250</b>
<b>Optional Accommodation Fees</b>			
Double Superior Room <sup>2</sup>		5,850	5,850
<b>Optional Board Fees</b>			
Full Board		4,650	4,650
Lunch Plan (Mon-Fri)		2,000	2,000

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

<sup>1</sup> Please refer to the 'Insurance' chapter in the terms and conditions.

<sup>2</sup> External accommodation possible and upon authorization from the Residential Life Department for semesters in Switzerland.

<sup>3</sup> Room costs are approximate only and based on current University of Roehampton levels. Actual costs will be confirmed upon application. Costs are subject to change.

<sup>4</sup> Costs are based on July and October 2017 prices which are subject to change.

## Master of Science in International Hotel Management

Fees Breakdown	MSc in International Hotel Management Switzerland			MSc in International Hotel Management London				
		Year 1		Year 2		Year 1		Year 2
		Block 1 & 2 S1 Bulle (CHF)	Block 3 & 4 S2 Bulle (CHF)	Block 5 & 6 S3 Internship (CHF)		Block 1 & 2 S1 London (GBP)	Block 3 & 4 S2 London (GBP)	Block 5 & 6 S3 Internship (GBP)
Tuition		18,800	18,800			12,800	12,800	
<b>Compulsory Expenses All Students</b>								
Application Fee	250				150			
Damage Deposit (refundable)	1,250							
Textbooks and Learning Materials		700	700			280	280	
Health Insurance <sup>1</sup>		750	750	750				
<b>Total</b>	<b>1,500</b>	<b>20,250</b>	<b>20,250</b>	<b>750</b>	<b>150</b>	<b>13,080</b>	<b>13,080</b>	
<b>Optional Accommodation Fees</b>								
Double Superior Room <sup>2</sup>		5,850	5,850					
Residential Deposit (refundable)					265			
Single Room <sup>2 3 4</sup>						4,030	4,030	
Bedding Bundle						15	15	
<b>Optional Board Fees</b>								
Full Board		4,650	4,650					
Lunch Plan (Mon-Fri)		2,000	2,000					

## Master of Science in Event, Sport and Entertainment Management

Fees Breakdown in CHF	MSc in Event, Sport and Entertainment Management Switzerland			
		Year 1		Year 2
		Block 1 & 2 S1 Bulle	Block 3 & 4 S2 Bulle	Block 5 & 6 S3 Internship
Tuition		18,800	18,800	
<b>Compulsory Expenses All Students</b>				
Application Fee	250			
Damage Deposit (refundable)	1,250			
Textbooks and Learning Materials		700	700	
Health Insurance <sup>1</sup>		750	750	750
<b>Total</b>	<b>1,500</b>	<b>20,250</b>	<b>20,250</b>	<b>750</b>
<b>Optional Accommodation Fees</b>				
Double Superior Room <sup>2</sup>		5,850	5,850	
<b>Optional Board Fees</b>				
Full Board		4,650	4,650	
Lunch Plan (Mon-Fri)		2,000	2,000	

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

<sup>1</sup> Please refer to the 'Insurance' chapter in the terms and conditions.

<sup>2</sup> External accommodation possible and upon authorization from the Residential Life Department for semesters in Switzerland.

<sup>3</sup> Room costs are approximate only and based on current University of Roehampton levels. Actual costs will be confirmed upon application. Costs are subject to change.

<sup>4</sup> Costs are based on July and October 2017 prices which are subject to change.

# MBA International Hospitality and Service Industries Management

Fees Breakdown	MBA Campus-based Switzerland			MBA Campus-based London			MBA Hybrid Switzerland			MBA Hybrid London		
	Year 1			Year 1								
	Block 1 & 2 S1 Bulle (CHF)	Block 3 & 4 S2 Bulle (CHF)		Block 1 & 2 S1 London (GBP)	Block 3 & 4 S2 London (GBP)		Block 1 & 2 S1 Bulle (CHF)	Online** (USD)		Block 1 & 2 S1 London (GBP)	Online** (USD)	
Tuition	24,400	24,400		15,400	15,400		24,400	16,200		15,400	16,200	
<b>Compulsory Expenses All Students</b>												
Application Fee	250			150			250			150		
Damage Deposit (refundable)	1,250						1,250					
Textbooks and Learning Materials		500	500		300	300		500	1,300		300	
Health Insurance <sup>1</sup>		750	750					750				
<b>Total</b>	<b>1,500</b>	<b>25,650</b>	<b>25,650</b>	<b>150</b>	<b>15,700</b>	<b>15,700</b>	<b>1,500</b>	<b>25,650</b>	<b>17,500</b>	<b>150</b>	<b>15,700</b>	
<b>Optional Accommodation Fees</b>												
Double Superior Room <sup>2</sup>		5,850	5,850					5,850				
Residential Deposit (refundable)				265						265		
Single Room <sup>2,3,4</sup>					4,030	4,030					4,030	
Bedding Bundle					15	15					15	
<b>Optional Board Fees</b>												
Full Board		4,650	4,650					4,650				
Lunch Plan (Mon-Fri)		2,000	2,000					2,000				

\*\* Online study takes longer to complete when compared to campus based study. Total length of online study is dependant on student availability.

## Online Programs

Online MBA <sup>5</sup>	
<b>Fees Breakdown in USD</b>	
Tuition (36 credits)	32,500
<b>Compulsory Expenses All Students</b>	
Application Fee	150
Material Fee (per course)	170
Technology Fee (per course)	50

Executive Certificates <sup>5</sup>	
<b>Fees Breakdown in USD</b>	
Application Fee	150
<b>Fees for Certificates specializing in</b>	
Leadership (per course)	2,780
Finance (per course)	2,780
International Marketing (per course)	2,780
Follow-on MBA Tuition (per credit)	901
<b>Other Fees</b>	
Material Fee (per course)	170
Technology Fee (per course)	50

### Online MBA

All billing and payment should be made in US Dollars. Invoices will be sent to students via email with the possibility of two methods of payment; either with a credit card or via bank transfer.

### Executive Certificates

Each certificate is 3 courses, which is a total of 9 credits. After completing an Executive Certificate(s) students can continue with the online MBA. Tuition is then charged per credit.

#### The material fee covers:

Fee provides access to the Glion online library and all materials, articles, e-books, multimedia presentations and additional software delivered with the Blackboard learning environment.

#### The technology fee covers:

Fee provides 24/7 access to eLearning environment, including Blackboard, your Glion email service and all technology subscriptions and user fees for your study required by in class instructions for your study.

#### The fees does not cover

Physical facilities at Glion Institute of Higher Education, graduation fee (estimated around USD 200.-)

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

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<sup>2</sup> External accommodation possible and upon authorization from the Residential Life Department for semesters in Switzerland.

<sup>3</sup> Room costs are approximate only and based on current University of Roehampton levels. Actual costs will be confirmed upon application. Costs are subject to change.

<sup>4</sup> Costs are based on July and October 2017 prices which are subject to change.

<sup>5</sup> Application and admission enquiries for online studies at Glion Institute of Higher Education such as the online MBA and the Executive Certificate programs can be addressed to Glion Online - Admissions Office, Haarlerbergweg 23 C, 1101 CH Amsterdam Z.O. - The Netherlands | Tel: +31 207 19 25 00 | email: inquiries@gliononline.com

# Tuition & Fees - Terms & Conditions

## Switzerland Fees

### Fees cover:

Tuition, some events and facilities (i.e. conferences, leisure and sports activities, library), administration costs, laundry and ironing of professional clothes (kitchen, housekeeping and service), other school supplies, visitor's tax, cantonal and communal taxes (only if living on campus), administration charges for the visa and work permit (excluding where there are legal and court charges, if the visa or permit is refused and an appeal is made), administration charges for internship(s), Swiss VAT, membership for the Alumni Association of Glion (AAG), tutoring (when necessary), industry presentations, examiner fees, school nurse, and career counseling. Any unused services, clothes, school supplies, benefits, etc. included in the main fees are non refundable.

### Compulsory expenses cover:

Application fee, damage and uniform deposit, room and board when applicable, books, library, case studies, handouts, access to research database and health and accident insurance (professional and non-professional).

### Optional fees or additional fees not included:

Parking, room and board when applicable, special accommodation, personal expenses including travel to and from the campus and the internship site, pocket money, laptop, resit fees, on-campus or online retake fees and the bulats exam fee are not included.

## London Fees

### Fees cover:

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

### Compulsory expenses cover:

Application fee, textbooks and learning materials, case studies, handouts, access to research database.

### Additional fees not included:

Board costs including food, single room accommodation at University of Roehampton, residential deposit, bedding bundle (including duvet, duvet cover, mattress cover, pillow and pillow slip), round-trip flight to Switzerland for applied learning, parking, special accommodation, laundry costs, health insurance when completing internships, additional linen, personal expenses including travel to and from the campus and the internship site, pocket money and laptop are not included.

## 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 no credit card details are provided the application fee will be sent as an invoice with the acceptance package. This fee is not 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 through Peer Transfer as per the method of payment for Glion London. Alternatively, the application fee will be sent as part of the invoice with the acceptance package. This fee is not refundable.

### Online

A fee of USD 150.- is required with each application for Glion Institute of Higher Education online. The application fee can be paid by direct bank transfer or by credit card through the online payment portal. The application fee must be paid before the admissions team can review the application. This fee is not refundable.

## 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/her studies. It also includes the uniform deposit as well as other items such as the locker or washing machine card. It is payable at the time of the first invoice and is refundable 3 months after final check-out (completion of studies).

## Residential Deposit in London

The Residential Deposit of GBP 265.- is required and charged by the University of Roehampton and will be refunded to you at the end of your accommodation contract, providing there are no damages or charges incurred during your stay. Actual costs will be confirmed upon application.

## Internship

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 with the hospitality and tourism industry, and a wide choice of training possibilities are 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 language requirements. Although internships are generally paid by the employer, the remuneration received cannot be expected to finance studies at GIHE.

## Room and Board (studies on campus)

### Switzerland

Room and board fees in Switzerland include accommodation in a double room, full board when chosen (3 meals a day, 5 days a week, as well as brunch and dinner on Saturdays and Sundays). Rooms are allocated and confirmed only when full payment is received. Subject to availability, students can book a special room for an additional fee to the double room. Since there is a high demand and the number of rooms is limited, students will be given priority on a 'first come, first served' basis (subject to receipt of payment within the payment deadline). The prices below are in Swiss Francs, per person and for two blocks in addition to the double room fee:

ROOM CATEGORY*	ROOM FEATURES	ADDITIONAL FEE
B – Single superior	En-suite bathroom	CHF 4,200.-

Please note that in special circumstances when a double room is converted into a single room to meet demand and additional costs are incurred, an extra charge will be added. Please note that the campuses are smoke-free areas, including bedrooms. Students authorized to live in external accommodation, can choose from board options at the Bulle campus. Prices available from student services once on campus.

\* All room categories are subject to availability and will be confirmed upon payment of full fees.

### London

It is not compulsory for students to live on campus, but they can elect to do so. Whilst every effort will be made to house Postgraduate and Master students, we cannot guarantee accommodation on campus, as accommodation is strictly subject to availability. Support and guidance will be provided from Glion London and The University of Roehampton to help accommodate students close to the campus.

## Insurance

### Switzerland

Health and accident insurance is mandatory in Switzerland, thus students are required to take the health and accident insurance provided by the school which covers them when on campus and on internship.

If, however, students have a private valid insurance cover equivalent to the Swiss health insurance cover scheme, they have to follow the procedure to be exempted by the Swiss authorities (information about exemption and validation of foreign insurance plans are available from Admissions). Students under a European health insurance scheme who wish to use this coverage whilst studying at Glion are required to send a valid copy of the personal health insurance card to have the health insurance fee deducted from their semester invoice. If students fail to complete this procedure, prior to their registration on campus, they will automatically be registered with the insurance provided by the school 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 to verify the validity of their private health and accident insurance cover in Switzerland and on internship in Switzerland or abroad; the school will not cover any health or accident related expenses.

Personal and private insurance, to cover issues such as damage or theft of personal property are not mandatory but are strongly recommended. Glion cannot be held responsible for the theft of personal belongings, student damage or third party insurance.

The health insurance fees for the internship semesters will be invoiced with 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:

- + For EEA nationals, holding a valid EHIC card, are entitled to reduced cost or free healthcare.
- + For 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](http://www.nhs.uk).
- + For 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 strongly advised to have suitable accident and health insurance for the duration of their internship. This is the student's responsibility to obtain adequate insurance for the duration of their internship.

## Scholarships

As a private institute, GIHE provides a limited number of scholarships for new 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.

## 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, no fees are refundable. If the student has to take a break of studies due to mitigating circumstances the unused fees for tuition, food and accommodation will be credited if the student returns to Glion Institute of Higher Education within two years. Unused tuition fees is proportional to the number of weeks remaining in the two blocks invoiced for. If a returning student withdraws from the program after the payment deadline, then a cancellation fee of CHF 500.- / GBP 300.- will apply.

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

## Visa Procedure for Accepted Candidates

Accepted candidates will receive an acceptance letter from the Admissions Department detailing the visa procedure. Students are strongly advised to apply immediately as it takes at least 2 months to obtain a visa. If the student is a national of an EU/EEA country or Switzerland, then 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](http://www.sem.admin.ch/sem/en/home/themen/einreise.html)

### London

To come to study in the United Kingdom (UK) and study for more than 6 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 3 months before 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 visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## 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.

## Laptop Policy

Students will need to have individual access to our intranet website which hosts student information including support and teaching documents and other learning resources. Students will also need to use the Internet for their project research, to access online library resources or e-mails. Students must bring their own laptop that meets the institution's requirements. Specifications will be sent directly to the student upon confirmation of enrollment and are also published on our website under the section "New Students" on [www.glion.edu](http://www.glion.edu).



## Pre-Payment

**New students:** upon acceptance of your application, 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 below. This pre-payment confirms your place in the program and is refundable if a formal written cancellation is received before the 15<sup>th</sup> of November (for the January intake), the 15<sup>th</sup> of February (for the April intake), the 15<sup>th</sup> of May (for the July intake) or the 15<sup>th</sup> of August (for the October intake). The pre-payment is deducted from the first invoice.

Please note: if the student postpones his/her studies after the pre-payment has been made, the balance will be carried forward for the next intake only. If a student postpones to the next intake and subsequently cancels no refund of the pre-payment will be made.

**Returning students:** Before returning to school, full payment as per the invoice must be made in Swiss Francs or in GBP depending on study block location, by direct bank transfer or through Flywire as per the method of payment below. This payment confirms your place and is refundable if a formal written cancellation is received before the 15<sup>th</sup> of November (for the January intake), the 15<sup>th</sup> of February (for the April intake), the 15<sup>th</sup> of May (for the July intake) or the 15<sup>th</sup> of August (for the October intake).

## Payments

Payments must be made in full in Swiss Francs or in British Pounds depending on study block location, no later than the 15<sup>th</sup> of November (for the January intake), the 15<sup>th</sup> of February (for the April intake), the 15<sup>th</sup> of May (for the July intake) or the 15<sup>th</sup> 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 below. Students will not be permitted to begin their studies until payment has been received. Swiss Residence permits, academic certificates and degrees are only delivered / awarded when all fees and charges have been paid.

## 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

### Option 2: By international bank transfer & credit card - For semesters in Glion and Bulle

1. Visit [www.glionchf.flywire.com](http://www.glionchf.flywire.com) and choose your country and the amount you are paying in CHF
2. Choose your payment method and make your payment
3. Enter your details and those of the student you are paying for
4. Track and confirm your payment by email, SMS or by logging into [www.glionchf.flywire.com](http://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

##### Option 2: By credit card / bank transfers

[www.glion.flywire.com](http://www.glion.flywire.com)

Please make sure that the bank indicates the student's name and number on the payment advice slip for the bank transaction to facilitate payment allocation.

General enquiries to: Glion Institute of Higher Education

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

Phone +41 (0)26 919 78 78 - Fax +41 (0)26 919 78 79 - E-mail : [admissions@glion.edu](mailto:admissions@glion.edu)

Registered office: GIHE Sàrl – CH-1630 Bulle

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

Phone +41 (0)26 919 78 78 - Fax +41 (0)26 919 78 79 - E-mail : [admissionsuk@glion.edu](mailto:admissionsuk@glion.edu)

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

Website : [www.glion.edu](http://www.glion.edu)