



Bachelor of Business Administration (BBA)  
in International Hospitality Business

## TUITION AND OTHER FEES

Domestic Swiss Residents and  
International Students

Valid for students starting in 2019  
Switzerland



**GLION**  
INSTITUTE OF HIGHER EDUCATION

# BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN INTERNATIONAL HOSPITALITY BUSINESS

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		
<b>Compulsory expenses</b>									
Tuition fees for Swiss residents	21,340		21,340	21,340		21,340	21,340		<b>106,700</b>
Tuition fees for international students	28,450		28,450	28,450		28,450	28,450		<b>142,250</b>
Learning resources	600		600	600		600	600		<b>3,000</b>
Practical arts courses apparel	1,200								<b>1,200</b>
Business field trip							1,500		<b>1,500</b>
<b>Total academic compulsory expenses for Swiss residents</b>	<b>23,140</b>		<b>21,940</b>	<b>21,940</b>		<b>21,940</b>	<b>23,440</b>		<b>112,400</b>
Health and accident insurance <sup>1</sup>	1,700		850	1,700		850	850		<b>5,950</b>
<b>Total academic compulsory expenses for international students</b>	<b>31,950</b>		<b>29,900</b>	<b>30,750</b>		<b>29,900</b>	<b>31,400</b>		<b>153,900</b>
Food and beverage prepaid	3,950		2,950	2,950					<b>9,850</b>
Double superior room - en-suite bathroom	5,850		5,850	5,850					<b>17,550</b>
<b>Total living compulsory expenses</b>	<b>9,800</b>		<b>8,800</b>	<b>8,800</b>					<b>27,400</b>
<b>Optional accommodation and F&amp;B fees</b>									
Food and beverage prepaid						1,500	1,500		
Double superior room – en-suite bathroom						5,850	5,850		
<b>Lodging upgrade</b>									
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.

**GIHE 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 AND CONDITIONS

## Definition and Validity of Fees

To be eligible for the stated Swiss Resident fees:

- The student must hold a valid Swiss Passport or
- His/her parent holds a Swiss Passport or is currently residing in Switzerland holding a B/C permit.

Swiss Resident fees are applicable for campuses located in Switzerland and for new students only. Swiss resident fees will be applied based on the student's and parent's status when the application is received. Current and returning students are not eligible unless Swiss resident fees were granted when they started. Please note: students and parents with a diplomatic status (carte de légitimation) are not entitled to the Swiss Residents tuition and other fees as outlined. All other students and sponsors are subject to fees for international students.

## Application Fee

A fee of CHF 250 is required with each application for Gilon. Payment of the application fee must be made online in CHF through:

[www.gilon.edu/application-fee-payment-switzerland](http://www.gilon.edu/application-fee-payment-switzerland)

The application fee is non-refundable.



## Damage Deposit

A refundable damage deposit of CHF 1,250 is required to cover any damage caused to Gilon 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 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 their final checkout.

## Fees for Studies

**Tuition fees cover:**

Tuition, some events and facilities (i.e. conferences, leisure and sports activities, etc.), administrative costs, 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, contribution to the Alumni Association of Gilon (AAG), tutoring (when necessary), industry presentations, examiner fees, access to the school nurse, and career counselling. Any unused services, clothes, school supplies, benefits, etc., included in the main fees are non-refundable.

**Learning resources cover:**

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

**Compulsory academic and living expenses cover the following:**

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

**Fees do not cover the following optional or additional expenses:**

Room and food & beverage (F&B) prepaid fees (in semesters 6 and 7 only), eventual 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 fees, and the BULATS 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 will be able to select their room choice upon the receipt of the pre-payment that is due 15 days after receiving the acceptance documents. 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 will 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 – shared bathroom (only available on Glion campus)	CHF 2,400
B – Single superior room – en-suite bathroom	CHF 3,700

## Campus Closures in 2019

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

- From 22.12.2018 to 05.01.2019 inclusive
- From 21.12.2019 to 04.01.2020 inclusive

## Prepaid Food and 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, 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 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 Glion'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](http://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 responsible to complete 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

Upon acceptance of a new student, a pre-payment of CHF 3,000 must be paid within 15 days from the date of the acceptance letter in Swiss Francs as per the published method of payment on [glion.edu](http://glion.edu). This pre-payment confirms the place in the program and is non-refundable, except in extreme circumstances. 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. If a student postpones to the next intake but subsequently cancels, the pre-payment will be non-refundable.

## Payment

Payments must be made in full in Swiss Francs no later than the 1st of December (for the Spring intake) or the 15th of June (for the Fall intake), unless a payment plan contract has been approved. The payment methods are published on [www.glion.edu](http://www.glion.edu) and the proforma invoice. 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.

View Glion payment methods on: [www.glion.edu/admissions/tuition-fees](http://www.glion.edu/admissions/tuition-fees)

## 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 and is granted at Glion's sole discretion. Scholarships apply on tuition only, are not cumulative and do not apply on 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

All fees outlined and paid for are non-refundable. Subject to pre-payment section, if a new student cancels before the official arrival date on campus, only the pre-payment of CHF 3,000 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, 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.

[Click for the latest information on the visa application procedure for accepted candidates](#)



[Click to view Glion payment methods](#)





### General Enquiries

Admissions Department  
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