



GLION
INSTITUTE OF HIGHER EDUCATION

UNDERGRADUATE TUITION & OTHER FEES TERMS & CONDITIONS

Valid for July and October 2017

Switzerland and London

Tuition & Fees - Terms & Conditions

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.

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 notice.

Switzerland Fees

Fees cover:

Tuition, school nurse, some events and facilities (i.e. conferences, leisure and sports activities, library), administration costs, laundry and ironing of professional clothes (kitchen 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, career counseling. Any unused services, clothes, school supplies, benefits, etc. included in the main fees are non refundable.

Compulsory expenses cover:

Application fee, damage & uniform deposit, room and board in blocks 1 & 2 and from blocks 5 to 8, books, library, case studies, handouts, access to research database and health & accident insurance (professional and non-professional).

Optional fees or additional fees not included:

English language support (if required), parking, room and board in blocks 11 to 14, 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 / board and insurance for block 3 and 4 in Switzerland, full board, insurance, 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 practical arts, 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.

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.
- + 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.

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 (studies on campus)

New students - 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 full payment within the payment deadline). The prices below are in Swiss Francs, per person and per two blocks in addition to the double room fee:

ROOM CATEGORY*	ROOM FEATURES	ADDITIONAL FEE
A – Single room	Shared bathroom	CHF 2,900.-
B – Single superior	En-suite bathroom	CHF 4,200.-
C – Double superior	En-suite bathroom	CHF 500.-

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.

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

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

New students - London: Undergraduate students can elect to live on campus during their studies. If accommodation is taken, students will be booked a single room on the University of Roehampton campus. Rooms are allocated and confirmed only when full payment is received. While completing practical arts in Switzerland, undergraduate students will be accommodated in twin rooms (block 3 & 4).

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.

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 Arrival Information on www.glion.edu.

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.

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.

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 non-refundable. 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.

Payments

New 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 November (for the January intake), the 15th of February (for the April intake), 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 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.

Returning students: Before returning to school, full payment as per the invoice must be made 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 payment confirms your place and is refundable if a formal written cancellation is received before the 15th of November (for the January intake), the 15th of February (for the April intake), the 15th of May (for the July intake) or the 15th of August (for the October intake).

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.

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 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

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

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

Registered office: GIHE Sàrl - CH-1630 Bulle

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

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