

The International School of Luxembourg has introduced a direct debit process for the whole school for the payment of non-tuition related expenses.

- Only charges that have been approved by you (e.g. via a permission slip or sign-up sheet), lunch orders made by your Lower School child or validated by your Upper School child in the ISL Cafeteria, will be made.
- As parents, you will be provided on-line access to your child(ren)'s ISL School Life individual account for you to view the full details of any charges made and balances at any time. These will include items such as travel fees, instrument rental, trips, lost books, Upper School cafeteria etc. The login to the MONEWEB system provided by the school is currently separate from the ISL Community login
- Your bank account will be directly debited for the account balance five times a school year. Expenses will be accumulated over a 2 month period with a single debit at the end of the period. A reminder is posted in the ISL School News/Highlights and ISL School Calendar. The exact dates of the direct debits are posted in the School calendar for:
 - Early November
 - Early January
 - Early March
 - Early May
 - Early July.

Upper School

Smart cards, which also serve as ID cards, will be distributed to the Upper School students by the office coordinator. The **ISL School Life account** and **smart card** will only be active when this form has been duly signed and returned to ISL's Business Office.

No cash is accepted in the cafeteria after 9 a.m. The ISL School Life accounts will be active once this form has been duly signed and returned to the ISL Business Office.

The daily limit on the cafeteria card is currently €8. The cafeteria charges will be itemised.

Lower School

The Lower school students will be assigned an account for all activities such as sports, instrument rental, etc. but also for lunch orders taken by the class teacher linked to the attendance. The **ISL School Life account** will be active when this form has been duly signed and returned to the ISL Business Office.

Further information is available under <http://mail.islux.lu/> then ISL School Life account.

Please do not hesitate to contact us.

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