



## ISL School Life Account

A smart card system is in place in the Upper school for the payment of non-tuition related expenses in order to ensure a smooth flow through the cafeteria.

The School cafeteria no longer accepts cash after 9 a.m. every day.

The smart cards also serve as ID cards and photocopier card.

The smart cards are linked to an individual ISL School Life account per student.

The **ISL School Life account**, and therefore access to the cafeteria, is active when a sign-up direct debit form has been duly signed by parents and returned to the ISL Business Office. If you wish to find more information or do not have an ISL School Life account, information and forms are available under [www.mail.islux.lu](http://www.mail.islux.lu) then ISL School Life account.

- The daily limit on the cafeteria card is €8.
- The cafeteria charges will be itemised in an on-line account.
- The card is individual and cannot be lent.
- It is your responsibility to safeguard and take care of your card.

If you have forgotten your card, a **temporary pass** for the day will need to be completed at the Upper school reception.

If you have **lost** your card, this is to be notified as soon as possible to the Business Office by email to [businessoffice2@islux.lu](mailto:businessoffice2@islux.lu) to ensure the card is **blocked**. A form will be sent to you to be signed by your parents as a replacement card will cost EUR 10. A **temporary pass** will be provided until a replacement is issued.

Parents will be provided on-line access to each ISL School Life account to view the full details of any charges made at any time. These will include items such as travel fees, instrument rental, trips, lost books, Upper School cafeteria etc. All charges other than the cafeteria will require parental signature.

Please do not hesitate to contact [businessoffice2@islux.lu](mailto:businessoffice2@islux.lu) should you have any queries.

The ISL Business Office Team