



# INTERNATIONAL COLLEGE SPAIN MADRID

A NORD ANGLIA EDUCATION SCHOOL

## Request for School Lunch 2017/18

(You can also inform the school by email: [schoollunch@icsmadrid.org](mailto:schoollunch@icsmadrid.org) indicating the subject "School Lunch")

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of person or company responsible for the payment of the school lunch fee:

Periods Requested (Please tick where appropriate)

	Primary	Secondary
<input type="checkbox"/> 1 <sup>st</sup> Term	577,32 €	662,32 €
<input type="checkbox"/> 2 <sup>nd</sup> Term	407,52 €	467,52 €
<input type="checkbox"/> 3 <sup>rd</sup> Term	517,89 €	594,14 €

Dietary restrictions: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Conditions:

- This request must be sent by email to [schoollunch@icsmadrid.org](mailto:schoollunch@icsmadrid.org) or handed in to Secondary School Reception before the lunch service begins.
- Once a term has started, cancellations of the lunches must be emailed to [schoollunch@icsmadrid.org](mailto:schoollunch@icsmadrid.org) or handed in writing to the Secondary School Reception. The cancellation will be effective starting the day following its presentation in the office.
- The school will reimburse the days cancelled at the following rates:
  - a) The proportional lunch rate for cancellations caused by a medical condition, (doctor's certificate required), or by the student's departure from school.
  - b) Any other causes, the school will recalculate the fees applying the regular price of a casual lunch to the number of days passed between the start of the term and the day the cancellation is effective. The amount returned will be the difference between the lunch fee and this new recalculated fee.
- When the lunch card service is requested for periods that start any day after the fifth day from the beginning of the school term, the proportional lunch rate will be applied.
- No reimbursement will be made for the days when the students are absent. The exception being for those cases of prolonged illness. A doctor's certificate must be provided.
- No extra charge will be made as a result of an increase in the number of the school days published for each term. Equally, no reimbursements will be made as a result of a decrease in the number of the school days published for each term.
- The school reserves the right to stop the lunch service to students whose lunch fees have not been paid. Regular "casual" lunch fees will be applied.
- The school reserves the right to change, at short notice, the published menus when circumstances require it.
- The lunch rate is only for the full menu.