



Canteen service for guest pupils

General information's

The canteen service is managed by a cooperative and parents / teachers who want to avail of a reduced price have to become member of the cooperative. To become a member you have to

- Fill in the membership application form (stamp form from our WEB, fill it out and send it back to var-comsev@eursc.onmicrosoft.com)

- Pay an inscription fee of 35 € (25 € membership fee and € 10 for administrative costs).

- Fill in the form for the annual canteen service (on-line from our WEB)

When the pupil /teacher leaves the notice of withdrawal has to be filled in.

The **application for membership** and the **notice of withdrawal** must be accepted by the Board of Administration. The application for membership can only be accepted if the inscription fee has already been paid. The withdrawal is accepted only in case there are no debts and the refund of the membership fee and the outstanding credit is made by bank transfer.

For the payment of the membership fee you can make a **bank transfer** to Unicredit bank on the account at the name of Cooperativa Mensa della Scuola Europea di Varese

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BIC / SWIFT UNCRITM1380

To simplify the procedure, and to prevent the parents of a guest pupil from having to apply for acceptance and withdrawal, **we give the opportunity to the host family to temporarily add the guest student on his behalf.**

In that case the meals are billed to the host family.

To activate this formula, the host family must complete the "FORM for GUEST Students", which must be sent ASAP to var-comsev@eursc.onmicrosoft.com .

All modules can be found in the section FORMS.

In case of allergies, please fill in the diet form and immediately notify the manager by email. Please find in attachment the form we give usually the host family, to be transmitted ASAP to our office.

For more general information please visit our WEB.

Privacy

The new information on privacy is included in the application form to become a member of the COMSEV.

If the pupil is temporarily added to the host family's account, the host pupil's parents will receive a privacy notice to be signed and sent back by email to COMSEV.

Application for the canteen service

For guest pupils who stay at least 3 weeks, we deliver a **badge**, which has to be collected in our office and returned the last day of canteen service.

For shorter stays, meals must be paid in advance at the beginning of the week and the office will issue a tax receipt.

In case of a badge you can request a **rechargeable** service or (evaluating the number of days of canteen according to the calendar on our site) request an **option** (25 or 50).

Top ups / payment of the bill can be made by bank transfer or in the office by credit card (Visa). Please remind that the badge only works with credit.

Lunches for non-members

If the guest pupil has not been enrolled in the canteen service with one of the two methods indicated above, he may still eat in the canteen but will have to pay the cost of the meal provided for non-members.

COMSEV Office: Via Montello, 118 - 21100 VARESE Phone: 0039 0332 806231 fax: 0039 0332 281637

Canteen and kitchen: Via Mameli, 35 - 21100 VARESE

email: var-comsev@eursc.onmicrosoft.com

WEB: www.comsev.eu