

Cafeteria Prepayment

CONDITIONS

1. To join the prepayment plan you have to bring the completed form and money to the prepayment point or to the cafeteria cash desks or you use the prepayment machine near ES-cafeteria.
2. Once the prepayment is accepted, the money will be credited on your family account the next day.
3. To use the prepayment the student has to swipe the card through the scanners at the cash desks. Without the card the prepayment money cannot be accessed.
4. Any operation on your account can be checked online at <https://sps.aas.ru>
5. Once the credit drops below 700 Rub, you will receive an automatically generated e-mail. For that purpose the admission office has to know your current e-mail address.
6. If a card is stolen or lost, you can block it via internet or ask security to do that.
7. Un-used money on your account is paid back at the end of the school year or whenever your child leaves school.

To prepay in our cafeterias is NECESSARY for Elementary School Students who want to receive school lunches and POSSIBLE for all others.

Please use the attached form and pay at the ES-Prepayment point (outside the ES office), at any cash desk in the North Cafeteria or the prepayment machine near the ES-Cafeteria.

Your contact persons for

ES-Prepayments ... Irina Sviridova

MS and HS-Prepayments ... Kari Badibanga

Irina Sviridova
cafeteria@aas.ru



This is a prepayment for ELEMENTARY SCHOOL
 MIDDLE SCHOOL
 HIGH SCHOOL

Grade / Class
Name of Student (s)

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Name of Parents

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Contact phone number
and/or e-mail

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Amount of Prepayment

Rubles

OR

US \$

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Please note that we CANNOT accept cheques or payments with credit cards.

The School is equipped with an ATM machine.

I know and accept the conditions of the Cafeteria Prepayment Plan.

Parent's signature

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Prepayment accepted by

Date



RECEIPT

(to be filled by Cafeteria staff, valid with stamp only)

Student

Sum

Stamp