

**CORPUS CHRISTI CATHOLIC SCHOOL
TUITION REDUCTION INCENTIVE PROGRAM (T.R.I.P.)**

INFORMATION SHEET

The Tuition Reduction Incentive Program (T.R.I.P.) is being offered by Corpus Christi Catholic School and Preschool. Through the TRIP program, large quantities of gift and merchandise certificates are purchased by the TRIP Committee from participating stores at a discount. These certificates are sold at face value to families who participate in the program. The discount, or credit, that is earned by the TRIP Committee is passed on to the tuition, FACTS program, or preschool account of the families who are registered to participate in the program. One percent of the face value of all items ordered will be retained to cover expenses. Any excess at the end of the year will be given to the General Tuition Assistance Fund of Corpus Christi Catholic School if not needed for expenses.

The stores participating and their policies, can be found at shopwithscrip.com. Certificates for the participating stores are purchased through an organization called Great Lakes Scrip Center. You will notice that the percentage of credit earned varies from store to store. Policies for each of the stores, and the way they handle the certificates can be found at shopwithscrip.com. Please note, also, that the participating stores are updated occasionally; new stores may be added or stores deleted and percent returns may change.

The certificates should be treated like cash or a check at participating stores. Some certificates may have an expiration date varying from six months to two years. Some stores limit the amount of change that can be returned from the certificate purchased. It seems that each store and even individual cashiers handle them differently. Do not expect to receive change from your certificates. Some certificates can be personalized once you receive them. You may want to do this as a small safeguard against someone else using your certificates.

Some of you may prefer to use department store credit cards. You may use TRIP store certificates to pay your bill at Kohl's. Remember that these certificates are just like cash, you need to pay your bill at the store. Kohl's is the only credit card that accepts payment with gift cards purchased through the TRIP program.

All orders need to be placed with ShopWithScrip.com by 9am Mondays. Orders will be available on Friday after 12 noon. You must pick up your order at school or sign a release for your child to take your order home. However, we cannot be responsible for your certificates after they are given to your child. If you wish your child to take the certificates home, you must have signed the disclaimer section on your TRIP registration form. Orders not picked up, will be available the next day at school.

Orders that have not been paid for by 9am Monday morning will NOT be processed and will be cancelled.

If you do not have internet or e-mail, paper orders will be accepted. The TRIP committee will set-up an e-mail account with your name to be used for entering orders at shopwithscrip.

There will be a one-time registration fee of \$10.00 for each family that wishes to register for the TRIP program for administrative purposes.

Corpus Christi Catholic School also participates with the Meijer Community Rewards Program. Please see attached sheet for more information.

PROGRAM POLICIES

1. The TRIP program will run weekly, except on scheduled school holidays. TRIP will run during the summer if we have enough participants. It will be necessary to re-register at the beginning of each school year. However, there will be no registration fee for the following years to those re-registering.
2. Family or friends may help you with your tuition reduction by ordering certificates. If they order under their own name at shopwithscrip.com, they must have a registration form on file with Corpus Christi Catholic Schools TRIP program in order for you to receive the credits. If there is no registration on file, all credits generated will go to the General Tuition Assistance Fund. Each registration form allows you to choose where you would like your TRIP credits to be applied. The options are:
 - To your own tuition account
 - To your FACTS account
 - To your preschool tuition
 - To the tuition account of a participating family
 - To the General Tuition Assistance Fund of Corpus Christi Catholic Schools
 - Catholic Central or Catholic West High Schools

Parents looking to the future and planning for the Catholic Education of their children at Corpus Christi Catholic Schools can also participate. These families will also be assigned an account number. The monies earned will be held by Corpus Christi Catholic Schools and credited toward tuition when their child is enrolled in Preschool or Kindergarten.

3. Orders may be placed online via shopwithscrip.com. Presto Pay, available at ShopWithScrip, is strongly encouraged to be used for payment of your order. Presto Pay will deduct the amount of your order, plus a small fee (currently 39 cents). If you place an order via ShopWithScrip but do not use Presto Pay, a check or money order is due by 9am on Monday morning. (Note: During the summer, all orders must be paid for through the Presto Pay program.) If payment is not received by this time, your order will be cancelled. Families that do not have internet or e-mail, may submit an order form with a check or money order made payable to **Corpus Christi Catholic School TRIP or C.C.C.S. TRIP. No cash will be accepted. Only one check per order please.** These orders are also due by 9am Monday morning. Check or money orders please. These checks are non-tax deductible because participants receive dollar for dollar value.

4. Anyone writing a non-sufficient funds (NSF) check or using PrestoPay without sufficient funds will incur a fee of \$25.00 to be paid to the TRIP program. PrestoPay also will assess NSF fees and penalties. The TRIP committee will not accept another order until the fee has been paid and the payment has cleared your bank. After two NSF checks are tendered on your TRIP account, only money orders will be accepted. Please note TRIP checks are cashed **immediately** so the order for certificates can be placed on Monday.
5. The percentage earned on each participating family's account will be held by the TRIP program and credited to your tuition account one time per year. **SINCE WE HAVE PREPAID TUITION, THE CREDIT YOU EARN THIS SCHOOL YEAR WILL APPLY TO THE NEXT SCHOOL YEAR'S TUITION. CREDIT EARNED TOWARD A FACTS ACCOUNT WILL BE PAID QUARTERLY TO FACTS. CREDIT EARNED TOWARD PRESCHOOL ONLY WILL BE PAID QUARTERLY TOWARD YOUR OUTSTANDING PRESCHOOL TUITION.** One percent of the face value of all gift cards purchased will be retained to cover operational expenses of the program with the balance going annually to the General Tuition Assistance Fund if available. A statement of tuition credit will be enclosed with your order periodically. Any discrepancies must be brought to the attention of the TRIP Coordinator within 15 days of the statement date. Please note, the percent returns listed at Shop With Scrip are prior to the 1% the TRIP committee retains. Your statement will list 1% of the total face value of TRIP purchased subtracted from the credits Shop With Scrip lists.
6. TRIP is being offered to assist in the tuition of students at Corpus Christi Catholic Schools. Therefore, the money collected for your family will only be paid to Corpus Christi Catholic Schools or Preschool for tuition reduction. You may not use the funds for registration fees. If your child(ren) no longer attend Corpus Christi Catholic School for whatever reason, the monies held under your account number can be:
 - Credited to your outstanding tuition balance
 - Credited to your FACTS account
 - Credited to your outstanding preschool tuition balance
 - Credited to the General Tuition Assistance FundWritten notice of where the funds are to be credited must be received within 30 days of the child(ren) leaving school, otherwise, the funds will be transferred to the General Tuition Assistance Fund.
7. Order pick up:
 - A. Student take home: A Disclaimer of Responsibility form must be signed for each school year before the certificates will be released to your child. Please sign a disclaimer if you think you will ever use it. If you signed a disclaimer, you will still have the option to pick up the certificates if you wish. These forms will be kept on file. Your child will only receive the envelope with certificates under your family account. The teachers will pass out the envelopes to go home on Fridays.
 - B. Parent pick up: Filled orders will be available on Friday after 12 noon. A friend or relative may also pick up your certificates provided they sign a form available at the time of pick up. We will ask for a show of ID when picking up your order. Any orders not picked up will be available on Monday in the main office at school.

8. Neither Corpus Christi Catholic Schools, nor the TRIP Committee, are responsible for failure of participating businesses to fulfill contractual obligations or changing of their policy without notice. It is the responsibility of TRIP participants to clarify with individual merchants such matters as individual store decisions regarding change, use of certificates, etc. prior to making a purchase at the store.
9. The gift cards/certificates are the same as cash. Neither Corpus Christi Catholic School, nor the TRIP Committee, are responsible for lost, stolen, damaged or misplaced certificates. Unused certificates can not be turned back in to the TRIP Committee for cash.