

TRIP – Tuition Reduction Incentive Program – F.A.Q.

- **What is TRIP?**
 - TRIP is a program in which you purchase gift certificates to participating stores and restaurants. The gift certificates are purchased at a discount which varies by retailer. The gift certificates/cards are sold to you at face value but the discounts are used to reduce your tuition.
 - TRIP involves planning ahead more carefully about future purchases and buying gift certificates to pay for them. A few minutes of planning ahead could save your family hundreds of dollars in tuition for purchases you would have made anyway. If you get other family members or friends involved, you can save even more **on your tuition account.**
- **Where are the credits applied?**
 - TRIP credits are distributed quarterly and can be used for Preschool tuition, to reduce your monthly FACTS balance, donated to the General Tuition Fund, to reduce your annual tuition if you prepay or to reduce the tuition balance of another family.
- **What does it cost to participate?**
 - There is a one-time \$10.00 registration fee to set up new families.
 - TRIP retains 15% of credits earned each week to offset costs of operating the program, software subscription, shipping costs, supplies, etc.
- **How do I order?**
 - Orders are placed on-line at www.shopwithscrip.com by 8:30am on Mondays in order to be processed. They can be picked up on Friday afternoon or sent home on Fridays with your child (registration form with disclaimer must be on file).
 - You may add and save items in your shopping cart during the week as you think of certificates you need...just don't forget to place the order!
- **What about Meijer?**
 - TRIP also participates in the Meijer Community Rewards Program. Purchases made at Meijer may be paid with cash, debit card (using PIN), or a Meijer credit card. Meijer will track your monthly purchases through a Meijer Community Rewards Guest Card, and a percentage of your purchases will be applied to your tuition account.
- **Are there any restrictions on how much I can earn?**
 - There are no restrictions on how much you can earn towards your tuition or on how many family members you add on to earn credits on your behalf.
 - TRIP credits are ONLY to be used towards your tuition...they are never paid out in cash even after your child graduates.
 - Some participating retailers have restrictions on how the scrip certificates are used. It is your responsibility to verify terms of use before you purchase.
 - At this time, Kohl's allows you to pay your credit card bill using TRIP certificates.
- **How do I get started?**
 - Complete a registration form and send it to the office with your \$10 fee (if you are a new family).
 - Go to www.shopwithscrip.com and register under the "member login" (see separate instructions).

We look forward to processing your TRIP orders this year! Call with questions...

TRIP Committee: Theresa Asselin 738-9014, Carol Quinn 786-9686 or Nancy Shrode 269-264-1110

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

PROGRAM POLICIES

1. The TRIP program will run weekly, except on scheduled school holidays. TRIP will also run during the summer. It will be necessary to re-register at the beginning of each school year in order to assign which student will take home your TRIP order. A one-time registration fee of \$10 is charged to families new to the program. There is no registration fee for those current families re-registering.
2. Family or friends may help you with your tuition reduction by ordering certificates. If they order under their own name at www.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 (annually to those who prepay)
 - To your FACTS account (based on quarterly TRIP schedule)
 - 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 need to fill out a registration form. 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 should be placed online via www.shopwithscrip.com by 8:30am on Mondays unless another date has been communicated in the school newsletter or on the www.shopwithscrip.com announcement section (such as orders due by 8:30am on Tuesday because Monday is a holiday). 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 from your bank account, plus a small processing 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 8:30am on Monday morning. 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 8:30am Monday morning. Payment for TRIP certificates 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 \$30.00 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 original 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 as follows: **FOR THOSE FAMILIES WHO PAY TUITION IN FULL UP FRONT, THE CREDIT YOU EARN THIS SCHOOL YEAR WILL APPLY TO THE NEXT SCHOOL YEAR'S TUITION. FOR THOSE FAMILIES PAYING VIA A FACTS ACCOUNT,**

THE CREDIT YOU EARN WILL BE PAID QUARTERLY TO FACTS. CREDIT EARNED TOWARD PRESCHOOL ONLY WILL BE PAID QUARTERLY TOWARD YOUR OUTSTANDING PRESCHOOL TUITION. Fifteen percent (15%) of the credits earned will be retained to cover operational expenses of the program with any excess 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 ShopWithScrip are prior to the 15% the TRIP committee retains. Your statement will list your total order credits for the quarter, the Meijer credits (listed as vouchers), the Admin Fee which is the 15% of the total credits and vouchers combined, and the amount applied to your tuition account. (Total credits plus vouchers minus admin fee equals the credit applied). Credits are distributed quarterly with quarters ending in July, October, January, and April. They are applied to FACTS by the second month following the quarter end.

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 Fund
 - Credited to another family currently attending CCCS

Written 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. These will go home on Fridays unless another date has been communicated.
- B. *Parent pick up:* Filled orders will be available in the school office 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. Retailers sometimes have restrictions for gift certificate/card use. You may view many of the front and back of gift cards online at www.shopwithscrip.com before you make your purchase. Ultimately, it is the responsibility of TRIP participants to clarify with individual merchants such matters as whether change will be given, whether the gift card can be used for taxes and tips, restrictions on use of certificates, etc. prior to making a purchase.

9. The gift cards/certificates are the same as cash. Neither Corpus Christi Catholic School, nor the TRIP Committee, is responsible for lost, stolen, damaged or misplaced certificates. Unused certificates can not be turned back in to the TRIP Committee for cash.

10. Questions can be directed to Theresa Asselin at 738-9014 or email theresa.asselin@gmail.com.

Shop With Scrip Set-up Instructions

Log onto www.shopwithscrip.com.

There is a 4-minutes video tour that will take you through the process of ordering through ShopWith Scrip. **We highly recommend watching this video.** Just a note, the company used the word “scrip” instead of TRIP. They mean the same thing.

The following is a cheat sheet to help guide you through the process of an order:

Enter e-mail address and password.

Press Order Scrip button at the top of the page.

The first time you order, you need to register with Corpus Christi Catholic School. **Registration code is 9E353427332. Make sure to capitalize the E.** Once you are registered, hit the Place Order button. Subsequent logins will not require this step and Corpus Christi Catholic School will automatically appear as your non-profit organization.

Once logged in, you are at the Account Dashboard. You can either use the Start Ordering Scrip button or the ExpressAdd options. Using the Start Ordering Scrip option, you will need to go through the categories to find the item(s) you would like to purchase. Once you have chosen your item, you will need to enter the quantity you need, and add the item to your cart. Using the ExpressAdd option, you enter the first few letters of the item you would like, select the item, enter the quantity, and add it to your cart.

Once your order is complete, press the Check Out button. At this screen, you can edit or delete any of your items. You can also add any of the items to “Your Favorites” if you would like. If your order is correct, press the Checkout button.

If you signed up for Presto-Pay, you have an option of selecting an automatic debit from your account or forwarding a check to the scrip coordinator. Choose which option you would like and Confirm Your Order.

Once you confirm your order, the order is forwarded to the TRIP committee. **You cannot make any changes after you have confirmed your order.**

You will receive an order confirmation number. If you choose to pay with check, print this page and send it to school with your payment prior to the Monday 8:30am deadline.

A Note about Presto Pay:

This is similar to Paypal where you pay your order on-line from your checking/savings account. For a fee of \$.39 (39 cents) per order, you may pay for your order at the same time you place your order. No worrying about getting the check to school. Everything is done with a few keystrokes.

(If you plan on using this feature, it takes approx. 3 days to set it up. You set-up your information, they test it by depositing a small amount into your account using two deposits. You let Presto Pay know how much was received in each deposit and then there is an email you will forward to me so I can unlock your PrestoPay option).

If you have questions/problems, you may email Theresa Asselin (theresa.asselin@gmail.com) or call 738-9014. You can also try the online user guide. This is located on your Account Dashboard (first page after you log in) on the left hand side. Last item in the column titled users guide.

