

## **POLICIES OF CWC SCRIP PROGRAM**

### **Known As TRIP (Tuition Reduction Incentive Program)**

1. The TRIP program will run weekly, except in summer and around holidays. A schedule will be published. Any questions about TRIP should be directed to a committee member.
2. Each family participating will be asked to fill out a registration form annually. If this form is not returned the TRIP committee has the right to refuse to fill your order. A disclaimer of responsibility form must be signed for each school year before certificates will be released to your child. This is part of the registration form. These forms will be kept on file. Your child will only receive the envelope with certificates ordered under your family name. Your account is your family name. If ordering on-line, your username is your email address that we have on file. If we do not have an email address on file, you must contact the TRIP coordinator for your username.
3. Family and friends may help you with your tuition by ordering certificates on your order, or they may register for their own account. All checks must be made payable to CWC TRIP. These checks are non-tax deductible because you receive dollar for dollar value. The back of your checks will be stamped TRIP Non-Tax Deductible.
4. The percentage earned on each account, will be held by the TRIP treasurer and credited to your tuition account two times a year. Payout will be to the account you have specified on your registration form. Any discrepancies must be brought to the attention of the TRIP computer coordinator within 7 days of the statement date.
5. Parents in Action (PIA), retains the right to keep 25% or more of the gross rebates. The TRIP committee is allowed to use this for operating expenses as the need arises.
6. TRIP is being offered to promote the education of students at Central Wisconsin Christian Schools: Therefore, the money collected on your family account will only be paid to CWC for tuition reduction for grades 4K-12. If your child(ren) will no longer be attending CWC, for whatever reason, the money held under your family account can be: a.) Credited to your outstanding tuition balance; b.) Credited to another family's tuition; c.) Gifted to the Tuition Assistance Fund; d.) Gifted to the Foundation for Christian Education; e.) Gifted to the P.I.A. or another account of the school. In the case of a family having their last child graduating from 12<sup>th</sup> grade at CWC, the TRIP treasurer will return earnings directly to the family at the end of the school year if there is not an outstanding balance. If arrangements have been made with the CWC Finance Committee, a family with no children at CWC may continue to use the TRIP program to pay off their balance. This applies to earnings accumulated following the spring payout.
7. All orders must be submitted online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Contact the TRIP coordinator for your login information.
8. Deferred Orders: "place your order one week, pay for this order the next week at pickup." Deferred orders are available for pickup at the TRIP room only.
9. Online Orders: Orders may be placed online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Your order must be entered online by Wednesday at 5:30pm. These orders may be paid for on line with Presto Pay for a \$0.39 charge per order or if you wish to pay with a check or cash, it will be a deferred order and must be paid for at the time of pick up. If you want to pay for your order at the time of the order, you may print your confirmation and place the confirmation and a check in and envelope. The envelope can then be placed in the TRIP drop box by 5:30pm on the Wednesday of the new order.
10. All new orders are due by Wednesday at 5:30pm online. No late orders will be accepted. All late orders will be processed at the next order date.
11. Filled orders will be available Wednesday immediately after dismissal until 6:30pm at the TRIP room. Orders may also be picked up at Bargains Galore Thrift Store on Thursday after 12:00pm. However, since this is not a secure location, the TRIP committee will not be responsible for any lost or stolen orders and a waiver must be signed on the back of the registration form.
12. If your child is designated to bring certificates home, the child is responsible to pickup the envelope from the designated pickup place and the waiver must be signed on the back of the registration form.
13. These gift certificates are just like cash. Neither CWC nor TRIP coordinators/volunteers will be responsible for lost or stolen certificates.

14. If you choose to send these certificates by mail to make a payment, we encourage you to keep track of the certificate number and date sent. This makes tracking your certificates easier. Note- some stores will not let you use certificates to pay off your account balance, please check before you order. Most stores prefer charge accounts paid with scrip (TRIP) to be done in person at the store.
15. You will be notified of updates through the Crusader Weekly newsletter, the CWC TRIP web page, [www.shopwithscrip.com](http://www.shopwithscrip.com), and emails.
16. We encourage you to use checks over cash, but both will be accepted.
17. Anyone writing a Non Sufficient Funds (NSF) check will incur a fee of \$30.00 to be paid to CWC TRIP. After two NSF checks are tendered on your TRIP account, only cash, money orders or cashier's checks will be accepted. No future personal checks will be accepted for the purchase of certificates. If the amount owed TRIP is not paid in full, you will forfeit your tuition earnings.
18. The TRIP committee reserves the right to change your order if: 1. the order is more than the check/cash received, then less certificates will be ordered. 2. The check/cash received is more than the ordered amount, then more certificates will be ordered or a credit slip will be issued.
19. The TRIP committee may issue a credit slip for various reasons; certificates ordered were not available, certificates were ordered in the wrong denomination, an error was made on your order, or too much money was sent in with the order. This credit slip should be used like cash when you place your next order.
20. All errors must be reported within 1 week to a TRIP officer. A copy of the original order form and a canceled check is necessary for verification. Allow 10 days for the committee to check on the error.
21. Any family TRIP account that has not had any activity for 2 years will be considered a dormant account. A letter will then be sent out to determine which account the balance should be forwarded to or determine why it is dormant.

(Revised: September 2011)