

# Policies of the Regina Coeli School \$SCRIP Program T.R.I.P For RCS Families (Tuition Reimbursement Incentive Program)

1. An enrollment form and disclaimer must be completed each year and enclosed with your first order. Family and/or friends may help you with your tuition reduction by ordering SCRIP. However, all orders must be combined onto one order form under your family name for each date an order is placed. Multiple checks, made payable to Regina Coeli School, are accepted.
2. The proceeds earned on each account will be held by RCS and credited to your account in the coming school year. A summary of your scrip purchases will be supplied to you at least semi-annually. A statement in June will reflect your totals to June 1<sup>st</sup>. The final figure will be determined by sales from July 1-June 30<sup>th</sup> of the school year. A statement detailing the amount earned will be provided in your summer packet and is available earlier, if requested by you. The T.R.I.P. amount will be reflected on your September Statement.
3. SCRIP is being offered to promote the education of students at Regina Coeli School. Therefore, the money collected under your family name will be paid only to Regina Coeli for your tuition reduction. If your child(ren) will no longer attend Regina Coeli School for whatever reason, the monies held under your family name may be designated to the tuition account of another re-enrolling family (prior to June 30<sup>th</sup>) or they will be transferred to the school's fundraising account. No refunds will be issued.
4. A disclaimer of responsibility form must be signed for each school year before SCRIP certificates will be released to you. This form will be kept on file.
5. SCRIP certificates are purchased on your behalf and are not returnable. In the unlikely event you should find a discrepancy in your SCRIP order, please contact the RCS SCRIP Program Chairperson within 7 days.
6. All checks or money orders are to be made payable to **Regina Coeli School**. Cash is accepted, though not encouraged. The checks are not tax deductible because you receive dollar for dollar value. When family members or friends are placing an order, they can make their check payable to Regina Coeli School. (Their order must be combined onto one order form and submitted in your family name.)

7. A non-sufficient funds (NSF) check will incur a fee of \$25.00 payable to Regina Coeli School. The SCRIP Coordinator has the right to hold certificates or any additional orders until the NSF balance has been cleared.

8. The SCRIP certificates/cards are just like cash. Neither RCS nor the SCRIP Committee Chairpersons will accept responsibility for lost, stolen, misplaced, or expired certificates.

9. The SCRIP can be used just like cash at the participating stores. SCRIP has varying expiration dates from three months to one or two years, to no expiration date at all. Some stores limit the amount of change that can be given. Most simply keep a balance on the card until it zeros out. It is the responsibility of the purchaser to keep track of the expiration date of the certificates. Information can be found on the Great Lakes Scrip Website, [www.glscrip.com](http://www.glscrip.com).

10. Store charge accounts at certain retail stores, such as Kohl's and J.C. Penney can be paid with SCRIP. It is recommended that you pay the account in person at the local store since the certificates are considered as cash and should not be mailed. Be aware that some stores accept SCRIP for payment on charge accounts only for amounts above the minimum payment due. Again, please refer to the website for further information.

11. Our SCRIP program is solely for fundraising and our own parent's tuition reduction purposes and is not intended to endorse companies or products.

12. Family proceeds must exceed \$50.00 (for the year) to receive tuition credit. Tuition credit is to be applied to 2009/2010 school year and cannot be used toward fees. Any dollar amount less than \$50.00 will be placed in the school's fundraising account. If you have one child in the school in 8<sup>th</sup> grade, your credit can be applied to your last tuition payment, rolled over to another family or donated back to the school.

13. Credit will be given to a family's purchase at the SCRIP table after Mass only if they submit a completed order form at that time with the date and their family name.

14. If a credit card purchase option is added, the cost from the credit card company will be subtracted from the buyer's percentage.

15. RCS reserves the right to discontinue the SCRIP program at any time.

**Please Return to RCS Main Office**

I have read and understand these policies regarding the RCS SCRIP program, and I agree to abide by these policies.

\_\_\_\_\_

Account Signature

\_\_\_\_\_

Date

Yes! Enroll me in the RCS T.R.I.P. today!

I have read and understand the policies and guidelines listed above and I agree to abide by these policies.

Family Name: \_\_\_\_\_

Child(ren) \_\_\_\_\_

\_\_\_\_\_

The Scrip program enables families to direct funds earned through buying scrip. In order to receive a tuition credit your scrip purchases must generate a minimum profit of \$ 50.00 per year. All amounts under \$ 50 will be deposited into the school fundraising account.

Please choose ONE of the following: \_\_\_\_\_ Your Family  
\_\_\_\_\_ Transfer to RCS Family \_\_\_\_\_  
\_\_\_\_\_ Tuition Assistance FUND  
\_\_\_\_\_ 100% to the school