

# Policies of the Clinton Christian School

## Tuition Reduction Incentive Program

1. The Scrip program will run weekly, except in summer. A summer schedule will be established at the end of the school year. Any questions about Scrip should be directed to the school secretary. (Reminder that we are learning things as we go, so we might not be able to answer some questions.)

2. Each family will be provided a unique customer ID number. This number must appear on all orders you submit to ensure your purchases are accurately recorded. Family or friends may help you with your tuition reduction by ordering certificates on your form and Family Number, or by registering for their own number and form with the earnings directed to your family. All checks must be made payable to Clinton Christian School. These checks are non-tax deductible because you receive dollar for dollar value.

3. The percentage earned on each participating family's account and number will be held by the school and credited to your account quarterly. A statement of your purchases and percentage earned will be enclosed in your POST envelope quarterly. Any discrepancies must be brought to the attention of the Scrip Coordinator within 30 days of the statement date.

4. Scrip is being offered to promote the education of students at Clinton Christian School; therefore, the money collected on your Family Number will only be paid to Clinton Christian School for tuition reduction for grades K-12 or the General Operating Fund. If your child(ren) no longer will attend Clinton Christian School for whatever reason, the monies held under your Family Number can be:

- a. Credited to your outstanding tuition balance
- b. Credited to another family's tuition
- c. Credited to the General Operating Fund

if written notice is received within 30 days of the time the child(ren) leave the school. Otherwise it will be transferred to the General Operating Fund.

5. Certificate orders will only be given to parents unless a Disclaimer of Responsibility form has been signed. This must be done for each school year before certificates will be released to your child. These forms will be kept on file. Your child will receive the certificates ordered that benefit your families tuition. When you pickup or receive your Scrip certificates, open your order and verify its accuracy. In the unlikely event you should find a discrepancy in your order, please contact the school Scrip Program coordinator within 7 days.

6. All completed certificate order forms are due by Friday at 10:00 AM to the school office. No late orders will be accepted, but can be held for the next week. Filled orders and new order forms will be

available on Wednesday after 12:00 PM or thereafter during regular office hours, unless the Disclaimer of Responsibility form is signed, it will be sent home in the POST envelope. Office hours are from 8:00 AM to 3:30 PM during the school year. If a child is designated to bring certificates home, the certificates will be sent home in the POST envelope.

7. These gift certificates are just like cash. Clinton Christian School is not responsible for lost or misplaced certificates. These gift certificates are purchased on your behalf, and are not returnable.

8. Anyone writing a N.S.F. check will automatically lock down their family account or the family account they are purchasing under. That account will remain closed until a check has cleared the bank. If the purchaser does not reissue a check, that amount will be placed on the families tuition and their account with TRIP will remain closed.

Revised May 14, 2002

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The Tuition Reduction Incentive Program being offered by C.C.S. uses the services of certificate broker organizations. These organizations purchase gift and merchandise certificates in large quantities at a discount from major food and retail chains. As a school organization, we are able to buy these certificates at the discount but in smaller quantities to sell at face value, thereby raising funds for families of our school. Your 'rebate' ranges from 2 to 25 percent of the certificate value. 'Rebate' percentages are subject to change without notice.

The certificates can be used, for the most part, just like cash or a check at the participating stores. Certificates have an expiration date varying from six months to two years. Some stores limit the amount of change that can be returned from a certificate purchase (see individual certificates). Do not expect any change unless it is explicitly stated on the certificate.

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Here's how Scrip works at our school

1. A registration form must be completed before your first order. The disclaimer section information is needed only if your child will be bringing your certificates home.

2. On your order form, write the dollar amount of the certificates you wish to purchase. Total the order and enclose your payment. We reserve the right to change any incorrect dollar amount increments.

3. Your order form is due on Friday by 10:00 AM and needs to be brought to the school office. No late orders are accepted, but can be held for the next week. Orders are processed every Friday, but you do not need to place an order every week.

4. Each Wednesday your filled order with a new order form attached will be available for pick-up after 12:00 PM. Orders may be picked up from the office during normal office hours by you or a

designated child (see #1 above). During the school year the office is open from 8:00 AM until 3:30 PM.

**5.** Friends of CCS may participate in this program by purchasing certificates. Their proceeds may be credited to the tuition of a particular family for that school year or may be directed to the General Operating Fund.

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