

POLICIES OF DCS SCRIP PROGRAM

Known As T.R.I.P. (Tuition Reduction Incentive Program)

1. The T.R.I.P. program will run throughout the year. Any questions about the program should be directed to a T.R.I.P. committee member.
2. Each family participating will be asked to fill out a registration form annually. If this form is not returned the T.R.I.P. committee has the right to refuse to fill your order. Registration applications are free and are accepted at any time. 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 DCS T.R.I.P. These checks are non-tax deductible because you receive dollar for dollar value. The back of your checks will be stamped T.R.I.P. Non-Tax Deductible.
3. The percentage earned on each account, will be held by the T.R.I.P. 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 T.R.I.P. computer coordinator within 7 days of the statement date.
4. T.R.I.P. retains the right to keep 5% at time of payout. The TRIP committee is allowed to use this for operating expenses as the need arises.
5. T.R.I.P. is being offered to promote the education of students attending Delavan Christian School. Therefore, the money collected on your family account can only be used towards tuition reduction for grades 3K-8. If your child (ren) will no longer be attending DCS (due to change of school, graduation, etc.), the money held in your family account can be either: a) Credited to your outstanding tuition balance or b) gifted to the Tuition Assistance Fund.
6. All hardcopy orders must be submitted in a business size envelope, with your name and phone number clearly marked on the front. Orders must be turned in with payment by the first of the month.
7. On-Line Orders: Orders may be placed on-line at: www.shopwithscrip.com. These orders can be paid for immediately by using "Presto Pay." Your order must be entered on-line by the first of the month by 12:00pm.
8. Orders can be picked up in the school office. An e-mail will be sent out when they are ready for pickup (usually 2-3 business days after the orders are submitted). Orders can also be sent home with your child. 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.
9. Because of limited space on the order form, you can "write in" any certificates you would like to order. For a complete listing of participating vendors, please see www.glscrip.com. Simply fill in all the information and add it to your total.
10. These gift certificates are just like cash. Neither DCS nor T.R.I.P. coordinators/volunteers will be responsible for lost certificates.

11. The earning percentages change often, so order forms can quickly become obsolete. We will update Order Forms periodically. Updates will be available at www.shopwithscrip.com "What's New" tab.

12. Short-term bonus percentages are offered occasionally. These can also be found at the website under the "What's New" tab.

13. Anyone writing a N.S.F. check will incur a fee of \$30.00 to be paid to DCS T.R.I.P. After two N.S.F. checks are tendered on your T.R.I.P. account, only money orders or cashiers checks will be accepted. No future personal checks will be accepted for the purchase of certificates.

14. The T.R.I.P. 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.

15. The T.R.I.P. 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.

16. All errors must be reported within 1 week to a T.R.I.P. 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.