

## **Policies of the St. Michael Lutheran School Tuition Reduction Incentive Program (TRIP)**

The Tuition Reduction Incentive Program (TRIP) being offered by St. Michael Lutheran SCRIP uses the services of Great Lakes Scrip Center. This organization purchases gift cards and certificates in large quantities as a discount from major food and retail chains. As a non-profit organization, we are able to buy these gift cards and certificates at the discount, but in smaller quantities to sell at face value, thereby raising funds for families or our school. Our "rebate" ranges from 1 1/2 % to 15 % of the SCRIP value. "Rebate" percentages are subject to change without notice.

There are hundreds of participating merchants. The order form only lists those that are kept on hand and those that are ordered on a fairly regular basis, but any of those on the attached list can be ordered by writing them on the order form. You can go to [www.glscrip.com](http://www.glscrip.com), click on retailer list, and get an updated list at any time. You can print a detailed list (over 30 pages long) or a list in 3 columns per page with names of retailers only (4 pages). This list will also contain all the details for each retailer, such as if it can be used to pay on credit card balances, etc.

We also purchase SCRIP directly from the following merchants: Farmer Jack, Kohls, and Speedway.

In addition, we also have rechargeable gift cards available for Kroger. You must purchase an initial gift card from the SCRIP program for \$20. It has \$20 already loaded on it. You can then use it every time you shop at Kroger. The recommended method of reloading it is to go to the service desk and have them add to your card, at which time you pay for it. Then use the card to pay for your purchases. The card number is registered to St. Michael, and every month we receive a report showing all the recharges. Kroger then sends us a check for 5% of all the recharges. This would also be added to your TRIP family account.

We also participate in the Meijer Community Rewards program. If you would like information about this, please talk to Bonnie Renard, SCRIP Coordinator.

The gift cards and certificates can be used, for the most part, just like cash at the participating stores. Most certificates have an expiration date varying from 6 months to 2 years. Some stores limit the amount of change that can be returned from a certificate purchase. Most gift cards retain any remaining balance for your future use.

Charge accounts at Kohl's and JCPenney's can be paid with gift cards. You must pay the account in person at a local store, since the gift cards are considered equivalent to cash, and cannot be mailed.

### **Here's how the TRIP program works at St. Michael:**

1. A registration form must be completed for each school year, and enclosed with your first order.
2. On your order form, write the quantity of gift cards/certificates and the dollar amount of SCRIP you wish to purchase. The value of each gift card is indicated next to the merchant's name. Total the order and enclose your payment. Make checks payable to: St. Michael Lutheran SCRIP. We reserve the right to change any incorrect dollar amount increments on your order form. SCRIP orders will be given only to parents unless a release authorization form has been signed (on the bottom of the order form). You need to fill out the release authorization section only if your child will be bringing your SCRIP order home, and it must be signed each time your want your order to be released to your child.
3. In order to better service everyone, all completed orders are due on Sundays by 3:00 pm. Someone will be in the narthex selling SCRIP and taking orders on Monday, Tuesday, and Friday mornings from 8 to 8:30 am., and Wednesday and Friday afternoons from 2:45 to 3:15 pm.
4. Filled orders will be available for pick up on Wednesdays from 2:45 to 3:15 or during office hours. New order forms are available at any time in the narthex on the SCRIP table.
5. SCRIP gift cards are just like cash. St. Michael Lutheran Church and School nor St. Michael Lutheran SCRIP are responsible for lost or misplaced SCRIP.

6. Anyone writing an NSF check will incur a fee of \$20 to be paid to St. Michael Lutheran SCRIP. After two NSF checks are tendered on your TRIP account, only cash, money orders, or cashier's checks will be accepted on your account.

7. The TRIP program will run weekly during the school year. SCRIP will be sold year round, but orders from our suppliers during school breaks and the summer will be placed less frequently on an as-needs basis.

8. Family and friends may help you with your tuition reduction by ordering SCRIP on your order form, or by registering with the TRIP program, with the earning directed to your family. All checks must be made payable to St. Michael Lutheran SCRIP. These checks are NOT tax-deductible because you receive dollar for dollar value.

9. The tuition credit earned (50% of the profit earned on purchases) for each participating family, from April 16th of the current year through April 15th of the following year, will be held by St. Michael Lutheran SCRIP. It will be credited to your tuition twice each year, in time for the December and May tuition payments. A statement of your purchases and tuition credit earned will be sent to you showing how much your tuition payment will be reduced. Any discrepancies must be brought to the attention of the TRIP coordinator within 45 days of the statement date. New TRIP registration forms will be distributed each April for the following school year.

10. TRIP is being offered to promote the education of students at St. Michael Lutheran School; therefore, the money collected on your family account will only be paid to St. Michael Lutheran School for tuition reduction for Preschool—Grade 8. If your child no longer attends St. Michael Lutheran School for whatever reason, and if written notice is received within 60 days of the time the child leaves the school, the monies held under your family account can be:

- credited to your outstanding tuition balance
- credited to another family's tuition
- credited to the general tuition assistance fund

Otherwise, it will be retained by St. Michael Lutheran SCRIP, to be used as needs are identified.