

TRIP

Tuition Reduction Incentive Program
Overview, Policies & Procedures
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Please read through each page carefully.

- **Overview of program:**

Our program name, TRIP, stands for Tuition Reduction Incentive Program and participation in this new program is strictly voluntary. We are excited to announce that we have partnered with Great Lakes Scrip Center who offers a deep selection of gift cards (i.e. Scrip) from hundreds of America's favorite retailers.

Scrip literally means "substitute money" and the use of Scrip (gift cards) has become commonplace in many homes (especially during the holidays). Now, with the help of Great Lakes Scrip Center, the everyday use of gift cards becomes a powerful fundraising tool because families generate revenue through purchases they would typically make anyway. Things like groceries, clothing, toys, gifts, even gasoline can be purchased with Scrip.

Participation is strictly voluntary. The more you take advantage of TRIP, the more you save! TRIP is not about spending...it is about saving on your tuition every time you would make a purchase anyway! You don't have to buy anything extra and can make your purchases whenever you like. There is no minimum amount that you have to purchase.

- Let's look at an example of how TRIP works:

A Typical PVCS Family may spend:

Food	\$75/week - \$300/month
Gas	\$25/week - \$100/month
Dining out	\$50 /month
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Total	\$450/month - \$5400/year

If Scrip was utilized for these purchases a typical family could save \$216 annually towards their tuition. How does it work?

- The average Scrip discount is 5% (The Scrip discount range is anywhere from 1.25% to 18%)
- Taking 5% of total annual purchases of \$5400 results in \$270
- As a parent/guardian you receive 80% of this savings towards your tuition (\$216)
- PVCS receives 20% of the savings to help defray some of the costs of TRIP (\$54)

- Let's look at another example of how TRIP works:

A PVCS Family receiving help from extended family or friends:

Food	\$75/week - \$300/month
Gas	\$25/week - \$100/month
Dining out	\$50 /month
Extended Family	\$600/month
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Total	\$1050/month - \$12,600/year

If Scrip was utilized for these purchases this family would save \$504 annually towards their tuition...

- The average Scrip discount is 5% (The Scrip discount range is anywhere from 1.25% to 18%)
- Taking 5% of total annual purchases of \$12,600 results in \$630
- As a parent/guardian you receive 80% of this savings towards your tuition (\$504)!
- PVCS receives 20% of the savings to help defray some of the costs of TRIP (\$126)

Again, the discounts are divided as follows: 80% of the discount will be credited to your tuition account and 20% will go to PVCS to cover costs.

We hope you see the potential of this new program ... the sky is the limit! Consider this, perhaps you or your brother will be working on home improvements in the near future. Plan ahead and purchase scrip for Home Depot or Lowes. Or, perhaps you or someone you know is planning a vacation. There are plenty of scrip for hotels, airlines, gas and restaurants. The key to success is to plan ahead. If you would like to purchase an item, but not from one of the retailers listed, purchase a Visa or American Express scrip. They can be used anywhere those credit cards are accepted. Please be sure to review the usage details if purchasing one of these types of scrip.

PLAN, PLAN, PLAN AHEAD! Think of all your weekly, monthly and occasional purchases including groceries, gas, gifts, prescriptions, entertainment, online purchases, home improvements, electronics, clothes, shoes, books, music, dining out, office supplies, home décor, appliances, furniture, sporting goods, services (hair, auto), travel and others. With a little planning, the potential for saving on your tuition is huge.

• **Policies and Procedures:**

TRIP schedule: The TRIP program will run weekly, except in summer, school vacations and around holidays (unless otherwise notified). A summer schedule will be published. Any questions about TRIP should be directed to a TRIP Coordinator, **NOT** the finance office.

Participation information: Only PVCS families can register to participate in TRIP under the following terms and conditions. Family and friends may help you with your tuition by ordering scrip on your order; they must pay you and one check from a PVCS family is made to pay for the order. We cannot accept checks from family members who are not part of the PVCS family.

Ordering Information:

- A TRIP Enrollment Form **must** be completed and signed prior to placing an order. This form may be found on the counter at the main office.
- Deadlines: **NO** late orders will be accepted. Your order must be in the BOB box by 8:30 AM on Friday, or it will be held until the following week. TRIP order forms can be found on the counter at the main office.

- Please place the completed TRIP order form and payment in a sealed envelope labeled TRIP and place the envelope in the BOB box. There is no need to give it to Sharon Vaillancourt or someone at the main office. Remember, the discount applied to your tuition is not taxed as this program is run primarily by volunteers. For this reason, we must keep PVCS staff involvement to a minimum.
- **Payment:** PVCS TRIP accepts cash or check. All checks must be made payable to PVCS. Payment is not tax deductible because families receive dollar for dollar value. **SPECIAL NOTE:** Please do not post-date checks when ordering. Checks will be deposited immediately upon receipt.

Not Sufficient Funds Checks (NSF): Each family is responsible for all checks deposited under their account number. If a NSF check is tendered on your TRIP account, you will incur a fee of \$30 payable to PVCS. Future orders will not be processed until the NSF check is covered and the \$30 fee is paid. After two NSF checks are tendered on your TRIP account, only cash, money orders or cashier's checks will be accepted to purchase scrip. No further personal checks will be accepted for purchase of scrip.

- **Pick Up:** At the main office on Thursdays from 2:30 – 3:15 PM, Fridays from 7:45 – 8:30 AM and 2:30 – 3:15 PM. There will be no early release of orders.
- **Certificate Denominations:** Great Lakes reserves the right to fill your order with denominations other than that ordered. For example, a J.C. Penney \$100 gift card may be substituted with four \$25 gift cards.
- Orders for Big Y and other *Anyhow* certificates will no longer be available through the finance office. They can only be made through TRIP via a TRIP order form. You will not receive a 1099 for your orders purchased through scrip. These certificates will be treated like scrip; therefore, the discounts will follow the same 80%/20% split.
- **Back Orders:** Occasionally certificates may be back ordered. In this case, no refunds will be given. Certificates should be available within one week. You should plan ahead to prevent problems due to a back order delay, **especially around the holidays.**
- **Rejection:** TRIP reserves the right to reject, without notification, any orders submitted incorrectly. This includes, but is not limited to, late orders, orders with checks or cash that do not equal the amount of scrip ordered, duplicate orders, scrip ordered in wrong increments, unsigned checks, etc.

In the unlikely event you should find a discrepancy in your order, please contact a coordinator via email, or Diane Andre via phone between the hours of 8:00 AM and 8:00 PM.

Disclaimer: The disclaimer information on the Enrollment form is needed **ONLY** if your child will be bringing your scrip home. No scrip will be sent home with any child unless the disclaimer has been signed. Only the designated child may pick up the scrip; it does not include siblings. You may sign only one disclaimer per school year – you cannot change back and forth.

Scrip Information: Scrip is the same as cash. You may buy anything in the store you would normally buy with a check, cash, or credit card. You may also use store manufacturer coupons in conjunction with scrip.

Expiration dates/Cash back: Scrip may have an expiration date varying from two months to two years. Some stores limit the amount of change that can be returned from a scrip. Please check with the individual stores. You may check this information by going to www.shopwithscrip.com, clicking on the ‘SHOP’ tab. Find the scrip you are interested in by choosing the category. Click on the scrip you want for details regarding its use. Most scrip do not have expiration dates; however, **you** are responsible for obtaining these details.

Refunds/Exchanges: Scrip cannot be returned to TRIP for exchange or refund for any reason.

Lost Scrip: TRIP cannot accept responsibility for lost or misplaced scrip. Scrip gift cards are the same as cash. Once you receive your scrip order and sign for it during time of distribution, the scrip becomes your responsibility. We **STRONGLY URGE** you to verify your order at the time of distribution.

The scrip discount offered and tuition credit percentage given are subject to change without notification Families should check online as these discounts will change without notice to PVCS TRIP.

Tuition Credit Earned: TRIP credit will be posted to your tuition account by the finance office. Under no circumstances are TRIP earnings refunded directly to families. The deduction will occur on your last payment.

Disbursement Policy: TRIP is offered to promote the education of students at PVCS; therefore, the money earned for your family tuition account number will only be paid to PVCS for tuition reduction for grades Preschool-12. If your child(ren) no longer attend PVCS for whatever reason, the monies held under your family tuition account number will be transferred to PVCS TRIP or, if received in writing, can be credited to another family’s tuition account provided written notification is received within 60 days of the time your child(ren) leave the school. For no reason will tuition credit ever be refunded to individuals.

** If you do not need tuition credit yourself, you may have the credit applied to a specific family enrolled in TRIP. This can be done anonymously or openly. You may also have the credit (80% of the discount) applied to PVCS TRIP – this would be considered a tax deduction.

Easy Step by Step Directions for Placing a TRIP Order

1. Place your completed TRIP Enrollment form in an envelope labeled “TRIP Reg” and place in the BOB box.
2. Plan ahead. Review online at www.shopwithscrip.com the complete list of retailers available and individual regulations of the scrip you desire to purchase. You may add any scrip not listed on the TRIP order form that you see on this completed list to the space available at the end of the order form. Place the completed TRIP order form with payment in a sealed envelope labeled “TRIP” and place in the BOB box prior to the deadline.
3. Remember to pick up your order at the main office during distribution days and times only. You will need to sign for your order at this time. Please verify your order before you leave.