

# T.R.I.P. (Tuition Reduction Incentive Program) Information and Registration Form

## OPERATIONS: Registration Forms

There is a one-time \$5.00 registration fee per account. Account numbers will be assigned to all participants. A one-time completed registration form is required for all enrollments.

If you want additional names added to the disclaimer section, contact the TRIP coordinator.

The disclaimer section is needed only if you allow your child to pick up your certificates.

## PLACING YOUR ORDER

Your order envelope is due on Thursday by 9:00 AM. NO LATE ORDERS WILL BE ACCEPTED, but can be processed on the following week. Orders are processed every Thursday, but you do not need to place an order every week.

Place your check(s) in your envelopes and seal the envelope. Checks must be made payable to Summit Christian School TRIP. For security, we will accept a maximum of \$100.00 cash per order. If you must use cash in excess of \$100.00, please advise TRIP coordinator Kris Ebel 686-8081 ext. 362 prior to placing your order.

There is no maximum amount for orders paid by check or money order. On your order form, write the dollar amount of the certificates you wish to purchase. Be sure the increments of the certificates are indicated. Total the order and enclose your payment. We reserve the right to change any incorrect amounts.

You may order certificates for friends and relatives. Include their order with your order and your account will be credited. Only ONE envelope per week, per account number is accepted. You are responsible for the distribution of your friends and relatives certificates. It may be helpful if your in-town friend or relative sets up their own account, and then forwards the credit to you.

## DROP OFF LOCATIONS

**Preschool:** Drop your order envelopes in the preschool office in the designated TRIP box.

**Elementary:** Send your orders in with your elementary student. The homeroom teacher will forward them to the TRIP office.

**Middle/High School:** Send your orders in with your student. The student is responsible to drop the order off at the MS/HS Office in the designated TRIP box.

**Picking up your order:** The following Thursday, your filled order, along with a new order envelope will be available for pick up as early as 2:00 PM (unless specified differently in TRIP Newsletters). You or a designated high school student (see Registration Form) may pick up orders between 2:00 PM and 4:00 PM. Pick up other than Thursday will be at the Preschool office during normal operating hours (8:00 AM to 6:00 PM, Monday thru Friday).

## PICK UP LOCATION: Preschool

Your current filled order will be available for pick-up Thursday, between 2:00 PM and 6:00 PM, at the Preschool office. Any orders not picked up on Thursday must be picked up at the Preschool office during normal operating hours, 8:00 AM thru 6:00 PM, Monday thru Friday.

**Everyone picking up an order** will be asked to sign for that order. An authorized adult may pick up orders for another family, so feel free to ask a friend to pick up your order if you are unable to. Authorization must be indicated on your registration form. Students are not allowed to pick up orders other than their own, unless specific authorization is given.

**\$ Change Policy:** Please review the \$ change policy thoroughly! Each retailer has usage guidelines. These will be included with your first order form. To ensure this program continues in the future for Summit Christian School, the TRIP committee asks that you DO NOT abuse the use of the certificates. Make sure your purchases are as close to the dollar amount as possible. Remember: participating merchants are doing us a favor by their involvement. Do not "expect" \$ change when using any store certificate.



# T.R.I.P. (Tuition Reduction Incentive Program) Policies

1. The Trip program will run weekly, except in the summer. During the months of June and July, certificates can be ordered to a BI-weekly basis. A summer schedule will be published. Any questions about TRIP should be directed to the TRIP coordinator Kris Ebel
2. An account number will be assigned to you, which will appear on your TRIP ordering envelope once you have ordered certificates. All certificate orders for your number must be in ONE "family envelope" and all checks in the envelope must be made payable to Summit Christian School TRIP. These checks are non-tax deductible because you receive an equivalent dollar value item for your check. The back of your checks will be stamped "TRIP Non-Tax Deductible."
3. The percentage earned by participating families will be tracked throughout the year by our TRIP coordinators. However, the accrued amounts will only be reflected on your tuition invoice of October 16, January 16, and April 16 of each year. Summer participants will receive an invoice dated July 16th. A weekly statement of your purchases and amount earned will be enclosed with your order envelope and will list your dollar amount earned the previous week. (This is not an accumulated total). In the event you earn enough money to pay off your current years tuition, your earning may directed to one or more of the funding options listed on the registration form. If you do not select a fund, your earnings will be directed to the Summit Christian General Needs Fund.
4. TRIP is being offered to promote the education of students at Summit Christian School; therefore the moneys credited to your family's account number must be directed to one of the designated Summit Christian School account options listed below:
  - A. Credited to your outstanding tuition balance
  - B. Credited to another family's tuition
  - C. Credited to the SCS Financial Aid Scholarship Fund
  - D. Summit Christian School General Needs Fund

If your child(ren) no longer attend Summit Christian School for any reason, the moneys held under your Family number can be directed to one of the above listed accounts.
- **IMPORTANT NOTE:** Family earnings will never be distributed as cash. If your earnings should ever exceed your tuition balance, you have several options for distributing the balance of your TRIP account earnings. You may apply it to future tuition for your family or you may direct it to B, C, D or E above. If written notice is not received within 30 days of the time your child(ren) leave the school we will direct your earnings to the Summit Christian School General Needs Fund.
5. A 'Disclaimer of Responsibility Form' must be signed each school year before certificates will be released to your student. These forms will be kept on file. Your child will receive only the envelope with certificates ordered under your Family Number.
6. All completed certificate order envelopes are due no later than 9:00 AM, each Thursday. **NO LATE ORDERS WILL BE ACCEPTED.** Filled orders and new order envelopes will be available between 2:00 PM and 4:00 PM on Thursdays. Pick up other than these times will be at the Preschool office during normal operating hours. (8:00 AM to 6:00 PM). If a student is designated to bring certificates home, the student is responsible for picking up the envelope, as well.
7. These gift certificates are just like cash. Once your order is picked up, neither Summit Christian School nor the TRIP committee is responsible for lost, stolen, or misplaced certificates.
8. Anyone writing a Non-Sufficient Funds check will incur a fee of \$25.00 to be paid to the Summit Christian School TRIP Account. An additional \$15.00 charge will be added for a second Non-Sufficient Funds check. After two NSF checks are tendered on your TRIP Account, only cash, money orders or cashiers checks will be accepted for payment. No further personal checks will be accepted for purchase of certificates.
- The Tuition Reduction Incentive Program (TRIP) offered by Summit Christian School uses the services of an organization called the Great Lakes Scrip Center in Kentwood, Michigan. This organization purchases gift/merchant certificates in large quantities at a discount, allowing participating organizations to sell them at face value, thereby raising funds for families of our school. The "rebate" ranges from 2 to 25 percent of the certificate value. Families receive 75% of the "rebate total". Summit Christian School receives 25% of the "rebate total" to help offset the cost of administering this program. All percentages are subject to change without notice.
- Refer to the list of local, participating merchants in your order envelope to familiarize yourself with the many stores that participate in TRIP. The list of merchants will be updated weekly.
- For the most part, certificates can be used just like cash or debit cards at participating stores. Please refer to each certificate ordered to see if an expiration date has been issued. Many have no expiration date, but each merchant makes that individual choice.

# T.R.I.P. (Tuition Reduction Incentive Program) Registration Form

All families enrolled in TRIP need to register once a year.

Print out, complete and return this form A.S.A.P.

The information you list is for the 2011-2012 school year.

(First time registrants, please include your one time \$5 registration fee).

Name \_\_\_\_\_

Last

First

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

You may select up to three different funds in 25% increments.

Note: 25% of your earnings are designated for the TRIP operating account.

## I designate my earnings to go to the following:

A tuition account      Account # \_\_\_\_\_ Current \_\_\_\_\_ Future \_\_\_\_\_

A tuition account      Account # \_\_\_\_\_ Current \_\_\_\_\_ Future \_\_\_\_\_

SCS Financial Aid Scholarship       SCS General Needs Fund

Would you like to keep the above information confidential?     yes     no

### Prospective Families Only:

If you have a child that will attend Summit Christian School in the future,  
please project the first year planning to attend:

Projected date of enrollment (school year) \_\_\_\_\_ Child's name: \_\_\_\_\_

DISCLAIMER: Complete this part if your MIDDLE SCHOOL or HIGH SCHOOL child or an authorized adult is permitted to bring your certificates home. Your child will receive only the envelope of certificates ordered under your family number.

Certificates will not be sent home with your child if you do not sign this disclaimer.

I AUTHORIZE SUMMIT CHRISTIAN SCHOOL TO RELEASE MY TRIP ORDER TO MY MIDDLE SCHOOL / HIGH SCHOOL STUDENT OR AUTHORIZED ADULT . I WILL NOT HOLD SUMMIT CHRISTIAN SCHOOL OR THE TRIP OFFICE RESPONSIBLE FOR ANY CERTIFICATES LOST, STOLEN, OR MISPLACED BY MY CHILD OR AUTHORIZED ADULT.

Child's or Authorized Adult's name(s): \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature

Policies: I have read, understand and will continue to abide by the policies of the  
Tuition Reduction Incentive Program (TRIP) of Summit Christian School.

\_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature



*Excellence in all things and all things to God's glory*

www.summitchristian.com