

CORPUS CHRISTI CATHOLIC SCHOOL (CCCS) TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

Updated 8/14/16

PROGRAM POLICIES

1. The TRIP program will run every other week during the school year, except on scheduled school holidays, the last week of school, and a 2 week break at the beginning of the school year to process registration forms. TRIP will also run every other week during the summer with off weeks scheduled around holiday weeks. No orders are to be placed during the specified weeks off **EXCEPT** for reload or ScripNow orders. (See more on this in #3 below). It will be necessary to re-register at the beginning of each school year in order to assign which student will take home your TRIP order and where your credits are to be applied.
2. Participating families may enroll in our program. A participating family is any family currently enrolled at Corpus Christi Catholic School or Preschool, any family who anticipates enrolling at CCCS as a future family, relatives of currently enrolled families who wish to support that family with tuition reduction, or any parishioner who wishes to use TRIP to make a charitable contribution to the school. Each participating family must register under their own name at www.shopwithscrip.com and they must have a "Registration Form and Program Agreement" on file with Corpus Christi Catholic Schools TRIP program in order for you to receive the credits. If there is no registration on file, all credits generated will be donated to Corpus Christi. Each registration form allows you to choose where you would like your TRIP credits to be applied. The options are:
 - Charitable donation to Corpus Christi Catholic School (may be tax deductible)
 - To your own family's tuition (annually for prepay; quarterly for SMART and Preschool; held for future family enrollment)
 - To the tuition of another enrolled family (must be agreed to by the recipient family)
 - Catholic Central or West Catholic High School students
 - Cash rebate to you (in May only)

Credits of parents looking to the future and planning for the Catholic Education of their children at Corpus Christi Catholic Schools, called future families above, will be held by Corpus Christi Catholic Schools and credited toward tuition when their child is enrolled in Preschool or Kindergarten.

3. Orders must be placed online via www.shopwithscrip.com by 8:30am on Mondays unless another date has been communicated in the Announcement Section of your shopwithscrip home page (such as orders due by 8:30am on Tuesday because Monday is a holiday). Presto Pay is to be used for payment of your order. Presto Pay will automatically deduct the amount of your order from your bank account **by** the next business day after you place your order (regardless of when the order is released by the TRIP committee), plus a small processing fee (currently 15 cents). Orders placed for physical gift cards on weeks where there is no TRIP order will be held until the next order is placed. **No special orders will be placed on announced weeks off from the TRIP program.** (You may always order reloads or ScripNow during breaks because even during regular order weeks, these are split from the physical gift cards on your order and processed separately by Great Lakes Scrip). **No cash will be accepted.** Payment for TRIP certificates are non-tax deductible because participants receive dollar for dollar value. **NOTE: If you miss the deadline for ordering on Monday morning at 8:30am, please hold off until Tuesday to place your order. This helps with the weekly accounting and reports.**

4. Anyone using PrestoPay without sufficient funds will incur a fee of \$30.00 to be paid to the TRIP program. PrestoPay will also assess NSF fees and penalties. The TRIP committee will not accept another order until the fee has been paid and the original payment has cleared your bank. After two failed PrestoPay attempts are tendered on your TRIP account, only money orders will be accepted.
5. The percentage earned on each participating family's account will be held by the TRIP program and credited to your tuition account as follows: **FOR THOSE FAMILIES WHO PAY TUITION IN FULL UP FRONT, THE CREDIT YOU EARN THIS SCHOOL YEAR WILL APPLY TO THE NEXT SCHOOL YEAR'S TUITION. FOR THOSE FAMILIES PAYING VIA A SMART ACCOUNT, THE CREDIT YOU EARN WILL BE PAID QUARTERLY TO SMART. CREDIT EARNED TOWARD PRESCHOOL ONLY WILL BE PAID QUARTERLY TOWARD YOUR OUTSTANDING PRESCHOOL TUITION.** Ten percent (10%) of the credits earned will be retained to cover operational expenses of the program with any excess donated annually to CCCS if available. *Please note: the percent returns listed at www.shopwithscrip.com are prior to the 10% the TRIP committee retains.* Credits distributed quarterly are done so with quarters ending in July, October, January, and April. They are applied to SMART by the second month following the quarter end. Credits distributed annually are earned from May 1st through April 30th and are applied to the following school year on May's pre-pay tuition statement. (For example, credits earned from May 1, 2015-April 30, 2016 will be applied on the May statement for the 2016/2017 school year.)
6. If your child(ren) no longer attends Corpus Christi Catholic School for whatever reason, or if you are a future family who did not end up sending kids to CCCS, the monies held under your account can be:
 - Credited to your outstanding tuition balance, if any
 - Credited to your outstanding preschool tuition balance, if any
 - Credited as a charitable contribution to CCCS
 - Credited to another family currently attending CCCS
 - Or received as a cash rebate.

Written notice of where the funds are to be credited must be received within 10 days of the child(ren) leaving school, otherwise, the funds will be transferred to CCCS as a donation. If donating to another family, the recipient family must agree to receive the credits. Otherwise, the credits will be transferred to CCCS as a donation.

7. Order pick up: Orders can be sent home in one of two ways...
 - A. *Student take home:* A Registration and Disclaimer of Responsibility form must be submitted each school year before the certificates will be released to your child. Please submit a disclaimer if you think you will ever use it. You will still have the option to pick up the certificates if you wish. Your child will only receive the envelope with certificates under your family account. These will go home on Fridays unless another date has been communicated.
 - B. *Parent pick up:* Filled orders will be available in the school office on Friday after 9am. Please make every effort to pick up your order by Tuesday of the following week.
8. Any TRIP certificates used for school related purchases from Corpus Christi Catholic School teachers/staff, Home & School representatives, Athletic Boosters representatives, and Corpus Christi Foundation grant funds must be placed using the Corpus Christi staff TRIP account with credits benefiting CCCS. Please route such orders to the TRIP coordinator prior to Monday of the week you wish the order to be placed.

9. Neither Corpus Christi Catholic Schools, nor the TRIP Committee, are responsible for failure of participating businesses to fulfill contractual obligations or changing of their policy without notice. Retailers sometimes have restrictions for gift certificate/card use. You may view many of the front and back of gift cards online at www.shopwithscrip.com before you make your purchase. Ultimately, it is the responsibility of TRIP participants to clarify with individual merchants such matters as whether change will be given, whether the gift card can be used for taxes and tips, restrictions on use of certificates, etc. prior to making a purchase.
10. The gift cards/certificates are the same as cash. Neither Corpus Christi Catholic School, nor the TRIP Committee, is responsible for lost, stolen, damaged or misplaced certificates. Unused certificates can not be turned back in to the TRIP Committee for cash.
11. Questions can be directed to Mindi DeSanctis at cccstrip@gmail.com.

TRIP – Tuition Reduction Incentive Program – F.A.Q.

- **What is TRIP?**
 - TRIP is a program in which you purchase gift certificates to participating stores and restaurants. The gift certificates are purchased at a discount which varies by retailer. The gift certificates/cards are sold to you at face value but the discounts are used to reduce your tuition.
 - TRIP involves planning ahead more carefully about future purchases and buying gift certificates to pay for them. A few minutes of planning ahead could save your family hundreds of dollars in tuition for purchases you would have made anyway. If you get other family members involved, you can save even more **on your tuition account**.

- **Where are the credits applied?**
 - TRIP credits are distributed quarterly and can be used to reduce your Preschool tuition, to reduce your monthly SMART balance, to provide a charitable contribution to Corpus Christi, to reduce your annual tuition if you prepay, to reduce the tuition balance of another family, or received as cash back.

- **What does it cost to participate?**
 - TRIP retains 10% of credits earned to offset costs of operating the program, software subscription, shipping costs, supplies, etc. Any amount left over after expenses is donated to Corpus Christi.

- **How do I order?**
 - Orders are placed on-line at www.shopwithscrip.com by 8:30am on Mondays in order to be processed. They can be picked up on Friday afternoon or sent home on Fridays with your child (registration form with disclaimer must be submitted).
 - You may add and save items in your shopping cart during the week as you think of certificates you need...just don't forget to place the order!

- **Are there any restrictions on how much I can earn?**
 - There are no restrictions on how much you can earn towards your tuition or on how many family members you add on to earn credits on your behalf.
 - Some participating retailers have restrictions on how the scrip certificates are used. It is your responsibility to verify terms of use **before** you purchase.
 - At this time, Kohl's allows you to pay your credit card bill using TRIP certificates.

- **How do I get started?**
 - Complete a "Registration Form and Program Agreement" and return it to the school office.
 - Go to www.shopwithscrip.com and register your account (see separate instructions)
 - Set up your Presto Pay account (see separate instructions)

We look forward to processing your TRIP orders this year!
Contact Mindi DeSanctis at ccstrip@gmail.com with questions.

ShopWithScrip.com & Presto Pay Instructions

SHOPWITHSCRIP.COM SET-UP INSTRUCTIONS:

Log onto www.shopwithscrip.com. Click on the “Register” button, then click on “Join a Scrip Program.” You will be prompted to enter an Enrollment Code, it is **9E353427332**. **Make sure to capitalize the E.** Click “Register” and then you are prompted to fill out a username, password and some security questions, etc. When done, click “Register” again.

Once logged in, click “Dashboard.” You can either use the “Shop” or the “Express Order” options. Using the “Shop” option, you will need to go through the categories to find the item(s) you would like to purchase. Once you have chosen your item, you will need to enter the quantity you need, and add the item to your cart. If you are going to be ordering the same gift cards often, you can make a “shopping list.” That way, your most used gift cards are already saved and you don’t have to search for them each time. To make a “shopping list,” when you are entering in the quantity, there is an option under the Add to Cart button to “Add to Shopping List,” click that. Using the Express Order option, you enter the first few letters of the item you would like, select the item, enter the quantity, and add it to your cart.

Once your order is complete, press the “Cart” button at the top right of your screen. Here, you can edit or delete any of your items. If your order is correct, be sure the Presto Pay box is highlighted in blue, then enter your Presto Pay PIN number and click “Submit Order.” You will receive an order confirmation email. **You cannot make any changes after you have confirmed your order.**

Many retailers now have ScripNow and Reloads. These can be done at **ANYTIME**. There are 3 tabs for each retailer, just hover over the tab and it will show if they participate in ScripNow or Reloads.

Note: You can also get the MyScripWallet installed on your phone. MyScripWallet™ is ShopWithScrip’s mobile website. You can order electronic gift cards, reload physical cards, and in many cases redeem them right from your phone! It’s fully integrated with ShopWithScrip.com, so you use the same login and password in both places. From your phone, just type www.MyScripWallet.com into the browser, login, and you’ll be ready to shop!

PRESTO PAY SET-UP INSTRUCTIONS:

Presto Pay securely links a bank account to your shopwithscrip account. This is the **ONLY** way to use our TRIP program, no personal checks or cash accepted. There is a small convenience fee of .15 cents per order. Here’s how to set it up:

1. Click on the “Presto Pay” link on your Dashboard.
2. Enter your bank account and account holder information.
3. Within 2-3 business days, they will deposit 2 small amounts in your bank account. The next time you log in, enter these amounts in your Presto Pay registration to verify the account, and choose a PIN number to use for online payment.
4. You will receive an email with an approval code to send to your coordinator. (Mindi DeSanctis at cccstrip@gmail.com)