

POLICIES OF CWC SCRIP PROGRAM

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

1. The T.R.I.P. program will run weekly, except in summer and around holidays. A summer schedule will be published. Any questions about T.R.I.P. should be directed to a 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; however, returning student families will be charged a \$5.00 late fee if they renew after the published renewal date. From this form you will be assigned an account number. This number will be the last six digits of your phone number. 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 CWC 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 TRIP 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. Parents in Action (P.I. A.) retains the right to keep 1% or more of the discount that is offered to them. 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 at Central Wisconsin Christian Schools: Therefore, the money collected on your family account will only be paid to CWC for tuition reduction for grades 4K-12. If your child (ren) will no longer will attend CWC, for whatever reason, the money held under your family account can be: a. Credited to your outstanding tuition balance; b. Credited to another family's tuition; c. Gifted to the Tuition Assistance Fund; d. Gifted to the Foundation for Christian Education; e. Gifted to the P.I.A. or another account of the school In the case of a family having their last child graduating from 12th grade at CWC, the TRIP treasurer will return earnings directly to the family at the end of the school year. This applies to earnings accumulated following the spring payout.
6. 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 number.
7. All orders must be submitted in a business size envelope, with your name and phone number clearly marked on the front.
8. Because of limited space on the order form, you can "write in" any certificates you would like to order. Simply fill in all the information and add it to your total.
9. Deferred Orders: "place your order one week, pay for this order the next week at pickup." Please indicate your order as "**deferred**" on the outside of the envelope and at the top of your order form by your name. Deferred orders are available for pickup at the elementary and secondary campus only.
10. On-Line Orders: Orders may be placed on-line at centralwisconsinchristian.org at the T.R.I.P. Store. These are deferred orders and will be paid for when they are picked up. Your order must be entered on-line by Wednesday at 5:30pm.
11. All completed certificate orders are due by Wednesday at 5:30pm to the schools. There is a TRIP mailbox located in each school where you can "mail" your order. **No late orders will be accepted.** All late orders will be processed at the next order date. Filled orders and new order envelopes will be available on Wednesday at the elementary campus immediately after dismissal. They will be available on Wednesday immediately after dismissal until 6:30pm at the secondary campus TRIP pickup window. Orders may also be picked up at Bargains Galore Thrift Store on Thursday after 12:00pm. However, since this is not a secure location, the TRIP committee will not be responsible for any lost or stolen orders. Preschool pickup will be available through the preschool teacher on Thursday and Friday. If your child is designated to bring certificates home, **the child is responsible** to pickup the envelope from the designated pickup place.
12. A *Mailing Waiver* can be filled out so that we can send your order directly to your home. YOU must provide a self-addressed, stamped, business size envelope with your order. TRIP coordinators/volunteers will not be held responsible for lost orders. Large orders may come to you postage due.

13. These gift certificates are just like cash. Neither CWC nor TRIP coordinators/volunteers will be responsible for lost certificates.
14. If you choose to send these certificates by mail to make a payment, we encourage you to keep track of the certificate number and date sent. This makes tracking your certificates easier. Note- some stores will not let you use certificates to pay off your account balance, please check before you order. Most stores prefer charge accounts paid with scrip (TRIP) to be done in person at the store.
15. The earning percentages change often, so order forms can quickly become obsolete. We will keep you informed of the changes as soon as we can.
16. You will be notified of updates through the Crusader Weekly newsletter, the CWC TRIP web page and e-mails.
17. We encourage you to use checks over cash, but both will be accepted.
18. Anyone writing a N.S.F. check will incur a fee of \$30.00 to be paid to CWC TRIP. After two N.S.F. checks are tendered on your TRIP account, only money orders or cashiers checks will be accepted. No future personal checks will be accepted for the purchase of certificates.
19. The TRIP 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.
20. The TRIP 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.
21. All errors must be reported within 1 week to a TRIP 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.

(Revised: August 2009)