

## T.R.I.P.

### Tuition Reduction Incentive Program

Dear Immaculate Heart of Mary School Supporter,

Discover how easy it is to earn tuition credits while making everyday purchases with the IHM School T.R.I.P. Program (Tuition Reduction Incentive Program).

T.R.I.P. is a program in which families order gift certificates through IHM School by parent volunteers to shop at area grocery and retail stores and online. Families pay face value for the certificates. The school then orders the certificates at a discounted rate through Great Lakes Scrip Company. This discounted amount, (less a small administrative fee), is passed on to each individual family in the form of tuition credit.. T.R.I.P. certificates are used the same as cash; you can buy anything in the store that you would normally buy with a check, cash or credit card . You may also use store/manufacture coupons as you normally do. Most stores do not allow you to use the certificates to pay charge account statements. Always carefully review merchant policies by logging onto [www.glscrip.com](http://www.glscrip.com).

Great Lakes Scrip is a national company that carries a vast supply of gift cards and certificates. By ordering through our school, you may also order from our area merchants. You may order any product that Great Lakes Scrip offers, but all liability for availability of use and manufacturer policies are your responsibility. Products and policies change often, be aware of what you are ordering! ShopwithScrip.com offers the ability to look up locations for certificate use; be sure that local merchants will accept the cards. If you are ordering with a paper order through the office, you may write in any of the merchants that are available through Great Lakes Scrip. The attached Merchant List reflects our local merchants (Rosary Book & Gift, Educational Outfitters, Jimmy's Pub, etc.) and merchants of wide interest.

Great Lakes Scrip offers an ever-increasing list of merchants that will electronically reload or send you instant email certificates your cards and credit you with a contribution. You must use the ShopwithScrip, ScripNow! and PrestoPay banking options to take advantage of this feature. All credit earned will be subject to the administrative fee.

All T.R.I.P. participants must have a program registration form (attached) on file before placing an order. This registration form tells us where you want your credits applied (your own account, someone else's tuition account or the school's tuition assistance fund). If you would like the credits applied to another family's tuition account, that family must also be registered in the program. If you choose to place your order online at ShopwithScrip.com you must also be registered online. Our school enrollment code is: 6D7622972L26.

Weekly orders for T.R.I.P. certificates may be turned in at the school office or entered online at ShopwithScrip.com anytime. All orders in the school office or entered at ShopwithScrip.com **by 8:00 a.m Tuesday morning and paid** (either through Presto-Pay or by check) will be processed that day and will be available for pick-up the same Friday. All certificates must be picked up at the IHM Parish Office, unless prior arrangements have been made. Please check with the Parish Office as to their business hours. Orders received after 8:00 a.m will not be processed until the following Tuesday. Summer and vacation hours will be announced. Watch the weekly family bulletin for details.

If you have any questions, please call Chris Wilcox at 882-663

Immaculate Heart of Mary School  
Tuition Reduction Incentive Program (T.R.I.P.)  
Program Policies

1. The T.R.I.P. Program will run weekly while school is in session. Watch for announcements regarding summer/vacation information. The program is run by parent volunteers for the good of the whole school community.
2. All participants must complete and return a program registration form before orders may be placed.
3. Family and friends may help you with your T.R.I.P. fund by combining their order with yours on the order form. They may also submit separate orders if they have completed a registration form indicating that the credit should go to your account (otherwise it will be used for the tuition assistance program).
4. Participants may designate credits earned be applied to their own tuition account (at IHM Preschool, School or LCHS), to the tuition account of another school family, to the Mary Goeddeke Education Fund (tuition assistance fund) or returned to the family.
5. All certificate orders must be on a standard order form and must be accompanied by a check or money order payable to IHM T.R.I.P or entered at ShopwithScrip.com and paid through a PrestoPay account or a check sent to the school office by 8:00 Tuesday, with a copy of the order.
6. If your order is submitted incorrectly in any way, (wrong check total, incomplete or inaccurate information, etc.) or no payment is received, your unprocessed order will be returned to you or deleted. You may resubmit the order on the next order date. In order to assure accuracy, please double check your order before turning it in.
7. Anyone writing non-sufficient funds check (NSF) will incur a \$35 fee payable to IHMT.R.I.P. After two NSF checks are tendered on your account, your T.R.I.P. ordering will be limited to money orders only. NSF problems with a PrestoPay account with incur a \$35 fee also. Two NSF transactions will remove your access to PrestoPay.
8. All credits earned will be applied to the school tuition accounts, the tuition assistance fund if designated by the participant on the program registration form or returned to the participant.
9. IHM School will retain 20% of all credits earned through TRIP to administer the program. Contribution percentages and credits shown to be accumulated through the ShopwithScrip.com program will show a total credit that **does not** reflect this contribution. The 20% will be adjusted at the two annual postings.
10. Credits will be applied to the tuition accounts two times annually. Statements will be issued to each program participant. Credits earned from November 1 through April 30 will be applied in May for the following school year. Credits earned from May 1 through October 31 will be applied in November. **If the credit amount earned is less than \$10 in a six month period, it will not be posted to the tuition account and will remain the property of IHM School.** These tuition credits may be used to reduce your normal tuition payment only after they are posted to your tuition account.
11. Participating merchants and percentage discounts are subject to change without notice. Certificates issued are subject to the policies, including expiration dates and location acceptability established by the participating merchant. Many cards are usable online (many have a limit of one per transaction, however). Most merchants will not accept cards toward credit accounts. Cards are **NOT** returnable, read policies carefully before ordering.
12. The certificates are the same as cash. IHM School will not accept responsibility for lost, stolen or misplaced certificates.

Revised 12/2018

Tuition Reduction Incentive Program  
T.R.I.P.  
Immaculate Heart of Mary School  
Registration Form

Name \_\_\_\_\_  
Full name of program participant

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone h) \_\_\_\_\_ w) \_\_\_\_\_ c) \_\_\_\_\_

Name of youngest enrolled student \_\_\_\_\_

Please apply my credit to: (check one only)

\_\_\_\_\_ My family tuition account at Immaculate Heart of Mary School

\_\_\_\_\_ My family tuition account at LCHS

\_\_\_\_\_ My family tuition account at Immaculate Heart of Mary Preschool.

\_\_\_\_\_ The tuition account of \_\_\_\_\_  
name of student

\_\_\_\_\_ Mary Goeddeke Education Fund (tuition assistance fund)

\_\_\_\_\_ Please return my credit back to my family.

I will sign for my order at: \_\_\_\_\_ the IHM Rectory after noon on Friday.  
\_\_\_\_\_ the IHM School office after noon on Friday.

I (we) have read and understand and will abide by the general policies of the T.R.I.P. program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_