

# Tuition Reduction Incentive Program – TRIP General Policies

## PURPOSE

The families of GHCS have an opportunity to reduce their tuition through the Tuition Reduction Incentive Program. Through TRIP, gift cards and certificates are purchased from participating food and retail stores at a discount. These gift cards are sold at face value to families who participate in the program. The credit that is earned by TRIP is passed on to the families registered to participate in the program in the form of tuition credit.

## PROGRAM POLICIES

1. TRIP will run weekly during the school year except for normally scheduled school vacations; a summer schedule is posted in May.
2. The account name on your order shall be the same as the family name on your tuition statement.
3. Family or friends may help with tuition reduction by registering and recording the designated family to be helped with their rebates. The name on the order form must be a registered name in order to be processed. Tuition earnings may also be directed to the Financial Assistance Fund of GHCS.
4. Parents planning for Christian education at GHCS may also participate. This is referred to as our Future Families Program.
5. All in office orders must be accompanied by a **CHECK** made payable to GHCS-TRIP. Cash is not accepted as a form of payment.
6. All online orders may be paid for with PrestoPay, or a check may be delivered to the office inside an envelope (please reference order on front of envelope).
7. The percentage earned on each participating family's account will be held by TRIP and credited to its tuition account two times a year (October and April). Tuition credits will be posted to RenWeb at that time. Any questions regarding TRIP credits must be brought to the attention of the TRIP coordinator within 45 days of the distribution date.
8. TRIP is being offered primarily to promote the education of students at GHCS; however, if your children no longer attend GHCS, the money held under your account number can be:
  - credited to your outstanding tuition
  - credited to another family's tuition account at GHCS
  - credited to the Financial Assistance Fund
  - credited to your account at Western Michigan Christian High School
  - In some instances (move from the area, etc.), credits can be transferred to a tuition account at another Christian School.

Written notice of where the funds are to be credited must be received within 45 days of leaving GHCS; otherwise the funds will be transferred to the Financial Assistance Fund.

9. All completed orders (with payment) are due on **Friday by 8:00 AM**. Late orders will be held for the next week's processing. It is not necessary to place an order every week. Paper orders can be dropped off anytime during the week in the office.
10. Orders may be placed on line at shopwithscrip.com. These orders can be paid for by check made out to GHCS – TRIP and delivered to the school or via the PrestoPay payment option offered at the shopwithscrip.com website. Ordering on line provides a multitude of benefits ranging from increased availability of nationwide vendors, ScripNow! (immediate eCertificates), reloading of previously purchased gift cards, and more. Please contact the TRIP Coordinator if you currently use TRIP and would like to begin online purchases; this will enable your current TRIP account to be linked with your online purchases.
11. The gift cards are the same as cash. Neither GHCS nor TRIP will accept responsibility for lost or misplaced gift cards. This includes those mailed.
12. There will be a \$25 fee assessed for any check that does not process; there will be a \$35 fee assessed for any electronic payment that does not process.

## **HOW DO I PARTICIPATE IN GHCS-TRIP?**

1. Pick up a registration form, fill it out and return it to school.
2. Once registered, order as desired.
  - Check and Carry Orders: Gift cards/certificates available immediately for purchase in the office
  - Standard Orders: Place your order by Friday at 8am, and receive it the following Friday by 2:30pm.
  - Online Orders: Goto [shopwithscrip.com](http://shopwithscrip.com) to place orders - many cards can be instantaneously through as digital cards.

## **GENERAL INFORMATION**

GHCS purchases certificates and gift cards from various stores through an organization called GREAT LAKES SCRIP. The percentage of credit earned varies among suppliers. GHCS-TRIP will retain a net 1% of purchases for program operation expenses and the Financial Assistance Fund at GHCS.

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| Example: Leppinks \$50 gift cards ordered: | \$100.00 |
| Payment to GHCS-TRIP                       | \$100.00 |
| School's purchase discount – 5%            | \$ 5.00  |
| Operations expenses – 1%                   | \$ 1.00  |
| Family tuition credit – 4%                 | \$ 4.00  |

Please contact Kelly Dornbos at [trip@grandhavenchristian.org](mailto:trip@grandhavenchristian.org) with any questions regarding GHCS-TRIP.