

TRIP

Tuition Reduction Incentive Program
Overview, Policies & Procedures
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Please read each page carefully

- **Overview of program:**

Our program name, TRIP, stands for Tuition Reduction Incentive Program. We have partnered with Great Lakes Scrip Center, who offers a varied and expansive selection of gift cards from hundreds of America's favorite retailers. We have also partnered with some local retailers including Big Y and Demore's Automotive.

Gift cards have become commonplace in many homes (especially during the holidays). With the help of Great Lakes Scrip Center, the everyday use of gift cards becomes a powerful fundraising tool, as families generate revenue through purchases they would typically make. Things like groceries, clothing, toys, gifts, even gasoline, can be purchased with them.

Participation in this program is voluntary; however, the more you take advantage of TRIP, the more you save! TRIP is not about spending....it is about saving on your tuition every time you would make a purchase anyway. You don't have to buy anything extra, you can make your purchases whenever you like, and there is no minimum amount that you have to purchase.

How TRIP works:

A PVCA Family purchasing for themselves and family/friends:

| | |
|-----------------|-------------------------------------|
| Food | \$500/month |
| Gas | \$200/month |
| Dining out | \$ 50/month |
| Miscellaneous | \$200/month |
| Extended Family | \$600/month |
| <u>Total</u> | <u>\$1550/month - \$18,600/year</u> |

If TRIP were utilized for these purchases this family would save \$837 annually towards its tuition.

- The average gift card discount is 5% (The discount range is anywhere from 1.25% to 18%)
- Taking 5% of total annual purchases of \$18,600 results in \$930
- As a parent/guardian you receive 90% of this savings towards your tuition (\$837)
- PVCA receives 10% of the savings to help defray some of the costs of TRIP (\$93)

The discounts are divided as follows: 90% of the discount will be credited to your tuition account and 10% will go to PVCA to cover costs.

We hope you see the potential of this program. Perhaps you or someone you know will be working on home improvements in the near future. You can plan ahead and purchase gift cards for Home Depot or Lowes. Or, if you or someone you know is planning a vacation, you will find that there are plenty of gift cards for hotels, gas, and restaurants.

PLAN, PLAN, PLAN AHEAD! Think of all your weekly, monthly, and occasional purchases including groceries, gas, gifts, prescriptions, entertainment, online purchases, home improvements, electronics, clothes, shoes, books, music, dining out, office supplies, home décor, appliances, furniture, sporting

goods, services (hair, auto), travel, and others. With a little planning, the potential for saving on your tuition is huge. In fact, one of our families has eliminated five tuition payments by participating in TRIP.

- **Policies and Procedures:**

TRIP Schedule: TRIP orders are placed year round; however, given that the TRIP schedule must also work around school vacations, summer break, holidays, etc., we **urge** you to check the schedule weekly. It is available on our school website; click on the “Families” tab and then “TRIP.” Please direct any questions about the program to the TRIP Coordinator, Tricia Apenburg, **NOT** the finance office.

Participation Information: Only PVCA families can register to participate in TRIP under the following terms and conditions. Family and friends may help you with your tuition by ordering gift cards on your order; they must pay the PVCA family member who will then place and pay for the order. **We cannot accept checks from family members who are not part of the PVCA family.**

A TRIP Enrollment Form **must** be completed and signed prior to placing an order. TRIP forms are on the counter at the main office and online at www.pvcama.org. With an effort to reduce paper waste, the order forms are not updated weekly; so, they may not have accurate discount information. Refer to the Great Lakes website for the most up to date information. Be assured that you will receive the current discount listed on the website at the time the order is placed.

Ordering: Please place the completed TRIP order form and payment in a sealed envelope labeled “TRIP” and place the envelope in the BOB box by 8:30 am on Friday, or it will be held until the following week. **No late orders will be accepted.**

Payment: the TRIP program accepts cash or check. All checks must be made payable to PVCA. Payment is not tax deductible because families receive dollar for dollar value. **Please do not post-date checks when ordering, as checks will be deposited immediately upon receipt.**

Not Sufficient Funds Checks (NSF): Each family is responsible for all checks deposited under their account number. If a NSF check is tendered on your TRIP account, you will incur a fee of \$35, payable to PVCA. Future orders will not be processed until the NSF check is covered and the \$35 fee is paid. After two NSF checks are tendered on your TRIP account, only cash, money orders, or cashier’s checks will be accepted to purchase gift cards. No further personal checks will be accepted for purchase of gift cards. If there has been no attempt to reimburse TRIP for the funds due, you will be billed.

Miscellaneous Information:

Pick Up: At the main office on Fridays from 8:00 – 8:30 am and 2:30 – 3:15 pm. There will be no early release of orders. Summer pick up schedule differs, please refer to the summer schedule.

Certificate Denominations: Great Lakes reserves the right to fill your order with denominations other than that ordered. For example, a J.C. Penney \$100 gift card may be substituted with four \$25 gift cards.

Back Orders: Occasionally certificates may be back ordered. In this case, no refunds will be given. Certificates should be available within one week. Please plan ahead to prevent problems due to a back order delay, especially around the holidays.

Rejection: TRIP reserves the right to reject, without notification, any orders submitted incorrectly. This includes, but is not limited to, late orders, orders with checks or cash that do not equal the amount of gift cards ordered, duplicate orders, gift cards ordered in wrong increments, unsigned checks, etc.

Disclaimer: The disclaimer information on the Enrollment form is needed **ONLY** if your child will be bringing your order home. No gift card order will be sent home with any child unless the disclaimer has been signed. Only the designated child may pick up the order, which does not include siblings. You may sign only one disclaimer per school year, which cannot be changed until the next school year. Only children in first grade or higher will be allowed to be designated to receive your order. Please emphasize to the designated child that they should not leave with your order if it is incorrect.

Gift Card Information: Gift cards are the same as cash. You may buy anything in the store you would normally buy with a check, cash, or credit card. You may also use store manufacturer coupons in conjunction with gift cards. Gift cards may have an expiration date, varying from two months to two years. Some stores limit the amount of change that can be returned from a gift card. Please check with the individual stores. You may check this information by going to www.shopwithscrip.com, clicking on the “SHOP” tab, and choosing the category. Click on the gift card you want for details regarding its use. Most gift cards do not have expiration dates; however, **you** are responsible for obtaining these details.

Refunds/Exchanges: Gift cards cannot be returned to TRIP for exchange or refund for any reason.

Lost Gift Cards: TRIP cannot accept responsibility for lost or misplaced gift cards. Gift cards are the same as cash. Once you receive your gift card order and sign for it during time of distribution, the gift cards become your responsibility. We **STRONGLY URGE** you to verify your order at the time of distribution.

Gift Card Discount Changes: Gift card percentages offered are subject to change without notification. Families should check online, as these discounts will change without notice to PVCA TRIP.

Tuition Credit Earned: TRIP credit will be posted to your tuition account by the finance office. The deduction will occur on your last payment(s).

Discrepancies: In the unlikely event you should find a discrepancy in your order, please contact a coordinator via email or Tricia Apenburg via phone, between the hours of 8:00 am and 8:00 pm.

Non-taxable Discount: The discount applied to your tuition is not taxed, as this program is run primarily by volunteers. For this reason, we must keep PVCA staff involvement to a minimum.

Local Retailers: Refer to the TRIP ordering schedule for the list of current local retailers and their current discount percentages. You may purchase local retailers’ gift cards in the following denominations **only** on scheduled ordering days:

Big Y - \$100, \$50, and \$25
Demore’s Automotive - \$1000, \$100, and \$50

Disbursement Policy: You may choose to have your discount (90%) designated in one of three ways:

1. as a charitable contribution to the school (potentially tax deductible by you)
2. as a cash rebate to you (NOT tax deductible by you)
3. credited to a tuition account (NOT tax deductible by you)

The above designated percentages cannot be changed during the school year. Our TRIP program distributes the rebates to family tuition accounts monthly. If you choose to receive the discount as “cash back” you will receive a check at the end of December and end of June.

When your discount has been applied to your family tuition account you will receive an email from the finance office. You may view the deduction by logging into your FACTS account. Once you are on the 'History' page, click on 'Transaction History'. You will see a transaction labeled 'Adjustment'. Click on the little magnifying glass to the left, a window will pop up indicating that your TRIP discount was applied to your last tuition payment.

Easy Step by Step Directions for Placing a TRIP Order

1. Place your completed TRIP Enrollment form in an envelope labeled "TRIP" and place in the BOB box.
2. Plan ahead. Go online at www.shopwithscrip.com for the complete list of retailers available and individual regulations of the gift cards you desire to purchase. You may add any gift cards not listed on the TRIP order form that you see on this completed list to the space available at the end of the order form. List gift cards from local retailers (Big Y & Demore's Automotive – see schedule for dates ordered) at the end of the order form as well.
3. Place the completed TRIP order form with payment in a sealed envelope labeled "TRIP" and place in the BOB box prior to the deadline.
4. Remember to pick up your order at the main office during distribution days and times. You must sign for your order at this time. Please verify your order before you leave.