

TUITION REDUCTION INCENTIVE PROGRAM (T.R.I.P.) AND POLICIES

We are really excited about the changes to the T.R.I.P. program this year. We are transitioning to a new service provider and are trying to make this move as smooth as possible. As with all new things, questions or problems may arise that we will do our best to answer. Please be patient with us during the transition.

1. When you enroll in the T.R.I.P. Service, you will be assigned a family tuition credit account number and you will use that same number for as long as you are in the program.
2. A delivery permission form must be signed for **each school year** before gift cards will be released to your child. These forms will be kept on file. Your child will only receive the envelope with the gift cards ordered under your name and/or family account.
3. **All online orders are due at 11 a.m. at the latest.** In our effort to go **GREEN** we are encouraging everyone to place their order online. When registering online you have two payment options. You may either choose PrestoPay (a .39 fee is charged) or you may pay by cash or check. If you choose the latter your check or cash must be received in the office by 9:00 a.m. or your order will not be placed. All completed paper orders are due in the office Monday at 9:00 a.m. The T.R.I.P. order must be placed with the brokers by Monday mid-morning. **Please make checks payable to St. Paul TRIP Service.** Please note these checks are not tax deductible because you receive dollar for dollar value when you purchase the gift cards.
4. Filled orders and new order forms will be distributed to children, with permission forms on file, on Thursday just prior to dismissal. Your child must be in attendance on Thursday afternoons in order for them to be eligible to bring home your order. In other words, if your child's class (preschool or pre-k) does not meet on Thursday afternoon, you must pick up your orders. Orders that are being held for pickup will be available on Thursday, between 2:40 p.m. and 3:00 p.m., in the school office. We cannot hold orders overnight for Friday delivery or pickup.
5. The St. Paul T.R.I.P. Service will hold the tuition credit accrued in your family account. There will be **TWO** tuition credit payout periods per school year, for purchases made from July 1, through December 31 and from January 1 through June 30th. A completed statement of your purchases and tuition credit amounts will be sent to each participating school family in January and July. The tuition credit will be applied to the tuition due in **FEBRUARY and AUGUST** by simply deducting your credit from that month's tuition payment. Any discrepancies found in your statement must be brought to the attention of T.R.I.P. staff within 10 days of the statement distribution. Tuition credit cannot be applied toward fees, and must be deducted from the February and August payments.

6. T.R.I.P. is being offered to promote the education of the students of St. Paul of the Cross. Therefore, funds collected in your family tuition credit account will only be paid to St Paul of the Cross for tuition reduction or as a donation to the school or scholarship funds. If your child(ren) will no longer attend St. Paul, for whatever reason, the moneys held under your family account number can be:
 - a. credited to your outstanding family account,
 - b. credited to another family's account,
 - c. credited to St. Paul of the Cross school fund or scholarship fund.Written notice must be received prior to or within 30 days of the time the child(ren) leaves the school. Otherwise, the funds will be transferred to the St. Paul scholarship fund.
7. If your tuition has been paid in full for the 2009/2010 school year, your tuition credit will be applied to the following school year. **You must notify the T.R.I.P. staff with your first order after your tuition is paid in full.**
8. These gift cards are used exactly like cash. St. Paul of the Cross T.R.I.P. Service and the school are not responsible for lost or damaged gift cards.
9. Anyone writing a nonsufficient funds (NSF) check will incur a fee of \$25.00 to be paid to St. Paul of the Cross T.R.I.P. Service. After two NSF checks are tendered on your account, only orders paid with cash or cashier checks will be accepted.
10. On occasion, the companies we order from may not be able to fill certain gift card orders. When this occurs, they will be placed on backorder and the gift cards will be delivered to you as soon as we receive the backorder. If we do not receive the backorder for whatever reason, you can receive a credit toward your next order or a refund.
11. If there are any errors or discrepancies with your gift card order, please notify the T.R.I.P. staff within 24 hours.

We know this may take some getting use to, but once you have a chance to get online and see how easy it is to order (and save your favorites) you will be hooked. We are looking forward to a great 2009/2010 year!

The T.R.I.P. staff.