



T. R. I. P.

Tuition Reduction Incentive Program Policies Chatham Christian Schools Effective May 1, 2004



1. **Tax Receipts:** You receive dollar for dollar value when purchasing from T.R.I.P. Therefore tax receipts are not applicable. The actual donation is being made by the store.
2. **Account Number:** Each participating family will be assigned an account number. This account will be used for your name, address, purchases and percentages earned for tuition credits or your choice fund. Account information will be sent to you periodically. If there is any discrepancy in the account information received, it must be brought to the attention of the T.R.I.P. Coordinator within 30 days of the information date.
3. **T.R.I.P. Fiscal Year:** The T.R.I.P. fiscal year will be from May 1 to April 30. Any tuition credits earned in your account in this fiscal year will be applied to the following school year. (The September following April 30) Notice of the amount of your tuition credit will be included with your tuition registration forms in May. Future Family Accounts see # 4.
4. **Future Family:** Families planning for the future education of their children at Chatham Christian Schools can also earn tuition credit. Chatham Christian Schools will hold the amount of tuition credits earned until enrollment in the school. *Tuition Credits in T.R.I.P. does not guarantee placement of the child when it is time for enrollment. Normal admissions procedures and policies will still be followed.*

Future families who do not participate in T.R.I.P. for two years will be considered inactive and contacted as to their intentions. If no written reply is received within 60 days of contact, their earnings will be transferred to the Computer Operating Fund.
5. **T.R.I.P. Credits Have No Cash Value.**
 - a) At no time will any cash be paid out. Refunds and/or gift certificates will not be issued for unused tuition credits.
 - i) If a family does not have a student returning the following school year, any tuition credits in the account will remain with Chatham Christian Schools.
 - ii) If a child(ren) leaves Chatham Christian Schools for any reason, any tuition credits in the account will remain with Chatham Christian Schools.
 - b) If the T.R.I.P. Coordinator receives written notice by April 1 in the current school year for reasons only as stated under 5.a) above, the tuition credits held in the affected account can be:
 - i) Credited to the family's outstanding tuition balance
 - ii) Transferred to another family's tuition
 - iii) Transferred to a chosen school fundOtherwise the tuition credit held in the affected account will be transferred to the Computer Operating Fund.
6. **Lost Certificates:** Gift certificate/cards are just like cash. Chatham Christian Schools is not responsible for gift certificate/cards that are lost, stolen or misplaced once in your possession. This includes when the student or other designated person has possession. ALL gift certificate/card preorders require a signature upon receipt whether picked up or via student. ALL gift certificate/card orders processed at an Instant T.R.I.P. will be counted back and handed directly to the customer. Note: Registration forms must be completed with a signed disclaimer before T.R.I.P. orders can be sent home with a student or other designated person. The T.R.I.P. Coordinator keeps registration forms on file.

- 7. Expired Certificates & Gift Cards:** Gift certificate/cards may have an expiry date on them . The expiry date is often 12 months or less. See the back of the gift certificate/cards for specific expiry information. Chatham Christian Schools is not responsible for expired gift certificates/cards not used before the expiry date.
- 8. School Closures & Absent Students:**
- If the school is closed on Thursday due to weather, the T.R.I.P. preorders and Instant T.R.I.P. will be postponed until the next day.
 - If the busses are not running on Thursday due to weather but the school is still open, T.R.I.P. preorders will go home as usual with the designated students present and Instant T.R.I.P. will be open as usual. Remaining preorders will go home with students present on Friday.
 - If the designated student is absent due to sickness, the preorder will be held in the office for pickup or until further instructions have been received from the parent.
- 9. Tuition Credit Account Fee:** Chatham Christian Schools will retain \$10.00 of tuition credits earned by a family annually to offset the cost & administration of tuition credit accounts. Future family accounts are exempt of this fee until the year of enrollment.
- 10. N.S.F.** There will be a \$10.00 fee for checks returned for insufficient funds. No new orders will be processed on this family account until the account is current. After two N.S.F. cheques have been tendered to your T.R.I.P. account, cash only will be accepted on your account. No further personal cheques will be accepted on your account for the purchase of gift certificates.
- 11. Accuracy:** If the cheque received is not cashable due to an incorrect date/year or cheque figures out of balance you will be notified and asked for a replacement cheque. If your cheque is short from the total on your order form, you will be notified and asked for an additional cheque for the difference. Please make sure your order form adds up correctly and your cheque is correct.
- 12. Substitutions:**
- Sometimes the denomination ordered will be substituted for a different denomination of the same store due to a shortage of the denomination requested. If this is a problem, you may exchange it the following week. At Instant T.R.I.P. this substitution will be verified immediately in your presence.
 - T.R.I.P. will NEVER substitute your request with another store unless they have contacted you and been instructed to do so.
- 13. Sold Outs and Backorders:** Although T.R.I.P. does its best to supply all order requests, occasionally there are sold outs. In this case you will be given notice, with the shortage placed on backorder for delivery the following week.

