

## Central Christian School Scrip Program

### **Scrip Policy**

Purpose: To provide tuition assistance for current and prospective families.

The program will operate weekly during the school year and every two weeks during the summer. Orders will not be filled the week of spring break or Christmas vacation. Days off during the school year may alter the schedule at other times.

An Enrollment Form must be completed and signed. Each family will be assigned an account number upon enrollment.

A Waiver of Release form must be signed before certificates will be released to a student, other designated person, or mailed to you. Central Christian School accepts no responsibility for certificates when Scrip orders are released to the designated courier or mailed. Student couriers will receive only the envelope with certificates ordered under their designated family account number.

A Waiver of Release form must be completed before any certificates will be mailed.

All Scrip orders must be accompanied by cash or check made payable to CCS Scrip. Checks returned to the Scrip program due to insufficient funds will incur a \$20 fee.

The back of all checks will be stamped "CCS Scrip Program - non-tax deductible." Full dollar value is received with each order and, therefore, does not qualify as a charitable contribution deduction.

All order envelopes are due by the deadline. Deadlines will be determined and posted each semester. If school is not in session on a deadline, the new deadline will be the next school day.

All orders must include the family account number. Errors in ordering certificates are the responsibility of the participant and certificates will not be exchanged.

Filled orders will be sent home with the designated couriers on delivery day, or must be picked up by 3:00 on delivery day. Scrip participants are encouraged to count certificates when received. All errors must be reported to the coordinator on the next school day.

When Scrip certificates are received, please verify accuracy. Signature on the pickup form indicates you have received your order in its entirety. In the unlikely event you should find a discrepancy in your Scrip order, please contact the Central Christian School Scrip Program coordinator on the next school day.

All participants will receive a new order form with each completed order.

Scrip certificates are the same as cash, and should be handled accordingly. Central Christian School will not be responsible for certificates that are lost, stolen or misplaced while in your possession. Scrip certificates are **not returnable**.

Certificates can be used just like cash at the participating business. Certificates may have an expiration date. Expired certificates are the responsibility of the holder and cannot be traded back. Some stores limit the amount of change returned from a certificate purchase.

## **Application of Earnings**

Tuition percentages earned will be held by CCS and credited quarterly to individual tuition accounts. The money earned by a family is only payable to a CCS tuition account. At no time will any earnings be returned to participant.

Each active participant will receive a quarterly Scrip statement of purchases and credit earned. Any discrepancies must be brought to the attention of the Scrip coordinator within 7 days.

Participants may choose to have earnings distributed quarterly to any of the following accounts:

- Tuition reduction or school fees for a specific CCS family
- Tuition assistance distributed through Menno Simons Grant
- Tuition account for a future CCS family
- Tuition reduction for partnership church

Parents planning for the future education of their children at CCS may participate. The money earned will be held by CCS. Future families must use earned tuition credit no later than the student's ninth grade year. Future families who have not participated in the Scrip program for a one-year period will be considered inactive and contacted as to their intentions. If a reply is not received within 30 days of contact, their earnings will be transferred to the Menno Simons Grant. Further details are available in the Future Family Application.

CCS supporters (faculty and staff, grandparents, extended families, partnership churches, neighbors, community members, etc.), may have their own account and contribute to a specified family's tuition reduction or to any of the other available accounts.

Contact: Lisa Lepley, Coordinator

330.857.7311