

Sonnenberg/Central Christian School Scrip Program Scrip Policy

Purpose: To provide tuition assistance for current CCS families.

- The program will operate weekly during the school year and twice a month during the summer. Orders will not be filled the weeks of Thanksgiving, Christmas vacation or spring break. 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 Scrip gift cards will be released to a student, other designated person, or mailed to you. Sonnenberg Mennonite Church and Central Christian School accept no responsibility for cards when Scrip orders are released to the designated courier or mailed. Student couriers will receive only the envelope with gift cards ordered under their designated family account number.
- A Waiver of Release form must be completed before any cards will be mailed.
- All Scrip orders must be accompanied by cash or check made payable to Sonnenberg Mennonite Church. Checks returned to the Sonnenberg/CCS Scrip program due to insufficient funds will incur a \$20 fee.
- The back of all checks will be stamped "Sonnenberg Mennonite Church." 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 Scrip cards are the responsibility of the participant and cards 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.
- When Scrip cards are received, please verify accuracy. In the unlikely event you should find a discrepancy in your Scrip order, please contact the Scrip Program coordinator.
- All participants will receive a new order form with each completed order.
- Scrip gift cards are the same as cash, and should be handled accordingly. Sonnenberg Mennonite Church/Central Christian School will not be responsible for cards that are lost, stolen or misplaced while in your possession. Scrip gift cards are **not returnable**.
- Scrip cards can be used just like cash at the participating business. Cards rarely have an expiration date. In the event that cards have an expiration date, expired cards are the responsibility of the holder and cannot be traded back. Some stores may limit the amount of change returned from a gift card purchase.

Application of Earnings

- The money earned by a family is only payable to a CCS tuition account. At no time will any earnings be returned to the participant.
- Each active participant will receive a bi-yearly Scrip statement of purchases and credit earned. Any discrepancies must be brought to the attention of the Scrip coordinator within 7 days.
- Earnings will be distributed to cover tuition expenses on the specified student account at the end of May to be credited toward their final June tuition payment. If full tuition has already been covered, the amount will be credited to the next tuition year payments.
- 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.

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