

# **Borculo Christian School**

## **Tuition Reduction Incentive Program – TRIP**

### **General Policies**

Purpose: The families of Borculo Christian School have an opportunity to reduce their tuition through the Tuition Reduction Incentive Program (TRIP). Through TRIP, gift cards and certificates are purchased from participating food and retail stores at a discount. These gift cards are sold at face value to families who participate in the program. The discount or credit that is earned by TRIP is passed on to the families participating in the program in the form of tuition credit.

Program Policies:

1. TRIP will run weekly during the school year with the exceptions of school vacations and cancelations. A summer schedule will be posted as the time nears and we ask that you plan accordingly.
2. TRIP credit is available for tuition at BCS; this includes Kindergarten through 8th grade.
3. Grandparents, family members, and friends are welcome to participate in the TRIP program and transfer their funds to families pursuing Christian education by using their very own account number.
4. The account number and family name on an order form must be a registered TRIP family.
5. Parents looking to Christian education in the future: (You are considered a Future Family) We encourage you to 'Save Up' funds for the time your kids are in Kindergarten-12th grade.
6. All gift card orders must be paid for in full, using either cash or check. (Online orders may also be paid via Presto Pay or by check.) Please make checks payable to BCS TRIP. These purchases are non-tax deductible as participants receive face value for all purchases. Bounced Check - Nobody wants to hear these words...so please be considerate and make sure your check does not bounce. If this does occur, we are charged a fee that will be paid by YOU ! If this occurs twice in a 6-month time frame, your account will be put on a cash only payment basis and if you have a PrestoPay account, that account will be locked until further notice.
7. The percentage earned on each participating family's account will be held by TRIP and credited in full (no partial pay-outs will be made) to tuition accounts two times a year (November and May). Tuition credits will be posted on your statement using a Purchase Date and an amount from each of our TRIP programs. Voucher credits along with gifts from family & friends will be posted. The statement will also show a deduction; BCS TRIP will retain 16% of earned credit for program operation expenses. Questions regarding TRIP credits must be brought to the attention of the TRIP coordinator within 45 days of the distribution date.
8. TRIP is being offered primarily to promote the education of students at BCS; however, if your children no longer attends BCS, the money held in your account can be:

- a. Credited to your outstanding tuition balance
- b. Transferred and credited to another family's tuition account
- c. Transferred and credited to another Full-time K-12 Christian school
- d. Transferred and credited to the Tuition Financial Assistance Fund of BCS

Written notice of where the funds are to be credited must be received within 60 days of leaving BCS; otherwise the funds will be transferred to the Tuition Financial Assistance Fund. If you have a Future Family account and it has had no activity in 18 months, we will make contact with you by telephone and/or US postal mail to determine how you would like your funds dispersed. Written notice of where the funds are to be credited must be received within 60 days of the initial contact.

9. Orders (with payment) are due on Wednesday by 4:00 PM. Late orders will be held for the next week's processing. On-line orders that have been placed and the pay-by-check option is selected must be paid for by the close of our Wednesday TRIP session, or those orders will be cancelled. It is not necessary to place an order every week. TRIP orders can be dropped off anytime during the week in the TRIP box by the office during school hours and will be filled (as product allows) at the next Wednesday's TRIP session.

#### 10. Online TRIP

- a. Please contact the TRIP Coordinator if you would like to begin Online purchasing! There is a form that will need to be filled out and it will ask for a current email address. (This form can be downloaded from the school website at [www.borculochrschool.org](http://www.borculochrschool.org) access the TRIP tab- all forms are at the bottom of the webpage). The TRIP Coordinator will set up your online account and will enable your current TRIP account to be linked with your online purchases. It is also recommended that you set up a PrestoPay account at this time which will allow you to purchase immediate eCertificates that can be printed from your home computer/printer or scanned off your smart phone in the store. Please note: PrestoPay setup may take a few days.
- b. Online orders may be made at **shopwithscrip.com**. These orders can be paid for by *check* made out to BCS-TRIP and delivered to the school (Payment must be made prior to order being processed.) or via the *PrestoPay* payment option offered at the shopwithscrip.com website. Ordering online provides a multitude of benefits ranging from increased availability of nationwide vendors, ScripNow! (immediate eCertificates), reloading of previously purchased gift cards, and more.
- c. Online order deadline is Tuesday at 11 pm with full payment by Wednesday; this will allow the order to be processed on Wednesday and anything that is backordered will be returned to you by Wednesday of the following week.

#### 11. Order Pick –Up

- a. BCS Student: A disclaimer of responsibility form must be signed *each* school year before the gift cards will be released. Then orders will be released upon a student signature.
- b. Mail: Provide a business size, self-addressed stamped envelope for mailing purposes. It must be large enough and provide the appropriate postage. TRIP is not responsible for any lost, misaddressed, or insufficient posted mail.

- c. Adult: (Preferred) Filled orders will be available 3:30-4:00 PM each Wednesday (see Policy 1) and will be released with a signature.
- d. Late Pick-Up: Any orders not picked-up during the weekly TRIP session can be picked-up during school hours in the BCS office, following a signature of release.
- 12. The gift cards are the same as cash. Neither BCS nor TRIP will accept responsibility for lost or misplaced gift cards. This includes those mailed.
- 13. Vouchers: Businesses that accept TRIP vouchers do not require purchases made ahead of time but the tri-color voucher will require the participant to offer a family TRIP number and participating school name. See TRIP Voucher “Yellow Pages” for participating businesses and their percentages offered. (Vouchers are located outside of BCS office).
- 14. Meijer Community Rewards Program –You can join in the store or online ([www.meijer.com/rewards](http://www.meijer.com/rewards)). Use Borculo Christian School’s code when joining: 245519
  - a. Enrolled members shop Meijer, simply paying with cash, PIN-based debit card or linked Meijer Credit Card. Purchases made with a linked Meijer Credit Card earn 1%. Purchases made with cash or PIN-based debit card and a swiped Meijer 1 CardSM earn 0.5%.
  - b. The TRIP staff will obtain monthly reports and Meijer will issue checks to BCS for the Meijer Community Rewards (MCR), the amount listed is then added to your TRIP rebates and distributed with your TRIP rebates in May and November.
  - c. Please notify TRIP staff upon enrollment in the MCR program so that your account receives proper credit. (It is also extremely helpful if you put your tuition account number behind your last name when enrolling). Participation in TRIP is not necessary to accumulate rewards from Meijer. Any Meijer Community Rewards received by the school without notification will be applied to the Tuition Financial Assistance Fund.

HOW DO I PARTICIPATE IN BCS TRIP? Pick up a registration form outside the BCS office, fill it out and return it to school, or print off an enrollment form from the school website, fill it out and e-mail it to the [tripcoordinator@borculochool.org](mailto:tripcoordinator@borculochool.org). Once registered, there are two basic ways to order: Instant (Cash and Carry) with anything not available in the Trip cart being back ordered, and ordering online at [shopwithscrip.com](http://shopwithscrip.com) (See Policy 11). There is no minimum order requirement and you do not have to participate on a weekly basis.

GENERAL INFORMATION: BCS purchases certificates and gift cards from various stores through an organization called GREAT LAKES SCRIP. The percentage of credit earned varies among suppliers. BCS TRIP will retain 16% of earned credit for program operation expenses.

Example:

Family orders Cabela’s gift card thru TRIP: \$100.00

School’s purchase discount – 11% (different retailers=different percentages), so \$11.00

BCS TRIP operation expenses -- 16% of the credit earned: - \$1.76

Family tuition credit earnings = \$9.24!!!

OTHER NOTES: Some families prefer to use store credit cards. Some retailers accept TRIP cards as payment on charge accounts; please check with these retailers *prior* to purchasing TRIP! *Oops, I made a mistake! Are orders refundable?* Fill out the TRIP Order Form with the certificates you wish to purchase, taking care that your selections are accurately marked. We cannot take back certificates that you have ordered by mistake.

Comments & Questions: Please contact our TRIP coordinator, Tammy Scharphorn at [tripcoordinator@borculochrschool.org](mailto:tripcoordinator@borculochrschool.org) with any questions regarding BCS TRIP or the Meijer Community Rewards program.

BCS TRIP Team: Lori Dykstra, Renae Grassmid, Tammy Scharphorn, Nikki VanderZwaag

Revised May 2015

Please detach and return signed portion to TRIP Committee

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I, \_\_\_\_\_ have received, read and understand the policies  
Print Name

that are being implement by the Borculo Christian School TRIP program beginning  
March of 2015.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_