

2021-2022 TRIP INFORMATION AND POLICIES

TRIP (Tuition Reduction Incentive Program) is an exciting opportunity for both present and future families of the Kalamazoo Christian Schools to accumulate tuition credit. Through this program, bulk quantities of gift certificates from retail merchants are purchased at a discount. The certificates are sold to participating families at face value, and the discount is passed on in the form of a tuition credit. The discount received from each merchant varies. Therefore, the amount of tuition credit also varies. The current order form lists all merchants we have available participating in the program, along with the discount percentage you will receive. One percent of the discount (including e-scrip) is retained for general tuition assistance and minimal operating costs of the TRIP program; however, the percentage you see on the order form is the actual percentage you receive (percentages are subject to change) and the percentage you see on online orders will be less 1%.

GENERAL OPERATING PROCEDURES

REGISTRATION – Everyone participating in the TRIP program must re-register every year! If you do not re-register, we do not have your current pick up preferences. **Only one pick up location may be selected.** Registration Forms can accompany your first order. All registration forms can be mailed/dropped off to the Association Office, 2121 Stadium Dr, Kalamazoo, MI 49008, emailed to TRIP@kcsa.org or you may put them in the TRIP box at any school.

ORDERS -

Daily: You can pop by the Association Office any day to purchase what we have in stock. We typically stock the most common grocery stores, gas stations, restaurants as well as Kohl's. This is known as "Instant TRIP."

Weekly: A more comprehensive list of gift cards can be ordered weekly. **During the school year:** all orders must be turned in by 8:00 AM Wednesday morning at any Kalamazoo Christian school office or emailed to trip@kcsa.org by 5:00 PM on Tuesday. Your order and payment will be transported to the Association Office, where all orders are filled. Your completed order will be transported back to the selected pick up location on your registration form, and will be distributed at the time listed in the chart below. If you email your order, you will need to pick it up at the Association Office with your payment. **Purchased certificates/cards cannot be exchanged.**

	12 th STREET CAMPUS	HIGH SCHOOL ASSOCIATION
DROP OFF ORDERS WEDNESDAY BY:	8 AM	8 AM
PICK UP CERTIFICATES THE SAME WEDNESDAY:	after 2 PM	after 2 PM in Assoc. Office

PAYMENT - must accompany each paper order, in the form of a check or cash. Checks should be **made payable to KCSA TRIP**. Your check is not a tax-deductible donation because you are receiving dollar for dollar value.

BACKORDERS - If TRIP runs out of a particular certificate that you have ordered and already paid for, you will be issued a backorder for the exact quantity and type of certificate you ordered. The certificates will be distributed to you the following week in a separate envelope. TRIP is unable to substitute certificates once a backorder has been placed.

SHOPWITHSCRIP.COM – You may order scrip through their website shopwithscrip.com using a check or by linking your bank account. The Kalamazoo Christian code to register is available by calling the Association/Administration Office at 269-381-2044. If you order "Scripnow!" on the website, you can download your ecards to your printer. If you order physical cards, they will be delivered to the pick up location you designated on your registration form on the following Wednesday.

RAISE RIGHT APP - Make your life even easier by getting the app through the App Store. See instructions on our website at <https://www.kcsa.org/advancement/trip-scrip>.

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Registrants may direct their tuition credit to their own personal account, the account of another family, to the general tuition assistance fund, or to a family at another Christian School outside of the Kalamazoo area. Grandparents and friends may also register in the program. Credits can be divided to help more than one family. Future families may also register for TRIP. Tuition credit will be accrued and applied to the first tuition payment(s). Any account with no credits for a whole school calendar year will be donated to the Tuition Assistance Fund.

Credit may be used only for tuition. If your child leaves the KCSA system for any reason, your TRIP credit may be used toward your outstanding tuition balance, toward another family's account, or to the general tuition assistance fund. If you are transferring to a Christian School in another city, you may have your credits forwarded to your new school.

Because the TRIP certificates are actual gift cards or certificates, they are to be treated as cash. If certificates or cards are lost or stolen, it is not possible to replace them.

The TRIP program will run weekly during the school year except during Thanksgiving, Christmas and spring vacation. Instant Trip cards are available for purchase at the Association Office during regular business hours. Online ordering is available 24/7 through shopwithscrip.com or your Raise Right App.

TRIP credits will be credited to each registrant's tuition account four times per year. TRIP statements are accessible online. Please note that TRIP reduces your rebate by 1% of total purchase for Tuition Assistance and TRIP expenses. If you participate in the FACTS tuition payment program, your regular tuition payment will be reduced by the amount of your TRIP credit the month following receipt of your statement. TRIP credits will be applied to any outstanding balance. You may not accrue TRIP credits if you have an outstanding balance. If you pay tuition annually, you may deduct any TRIP credits accrued to date. Credits for the 2021-22 school year will be issued: June – August, 2021 on September 30, 2021; September – November, 2021 on December 31, 2021; December 2021 to February 2022 on March 31, 2022; and March – May 2022 on June 30, 2022.

Non-sufficient fund checks will incur a fee of \$30. The fee will be deducted from your TRIP earnings if available, or must be paid before you can place another TRIP order. If three NSF checks are tendered on your TRIP account in the same year, you will have to start paying with cash.

A disclaimer of responsibility must be signed on the registration form if you think you would ever use the option to have your student bring home your certificates, have someone else's student bring them home, or if you would like certificates mailed. You may have another adult pick up certificates for you but you should call the office where they will be picked up and let them know who will be picking up your certificates. Whenever certificates are released, either the registrant, another adult, or the student listed on your registration form must sign for them. Orders to be mailed must include a large, self-addressed envelope with sufficient postage.

Please be aware of the risk involved in sending certificates home with students or by sending them in the mail. Neither the Kalamazoo Christian Schools nor the TRIP committee will accept responsibility for lost, stolen or misplaced TRIP certificates.

Any Questions?

Please call Barb Patterson at 269-303-6359 or email at TRIP@kcsa.org