



**LENAWEE CHRISTIAN SCHOOLS  
T.R.I.P. (TUITION REDUCTION INCENTIVE PROGRAM)**

**PROGRAM POLICIES**

1. In order to participate in T.R.I.P. please set up an account online at <https://www.shopwithscrip.com/>.
2. Using the online system allows for your T.R.I.P. account to be active immediately.
3. Family or friends may help you with your tuition reduction by ordering certificates on your order form. One check per form from the enrolled family. No cash. Or they may set up their own online account and note your student's name in the proper box.
4. Registrants in the program may direct tuition credit to:
  - Their personal tuition account
  - Another family's tuition account (can be confidential)
  - LCS Scholarship Fund
  - Other fund with approval
5. The percentage earned on each participating family's orders will be held in the T.R.I.P. bank account until application by Student Billing **twice- annually: on or near May 1<sup>st</sup> and on or near November 1<sup>st</sup>**.
6. T.R.I.P. earnings will be applied to any prior year balance first, if such balances exist.
7. T.R.I.P. is being offered to provide tuition reduction for students at Lenawee Christian School: therefore, the money collected on your account will only be paid to Lenawee Christian Schools for tuition reduction. If your child (ren) no longer attends Lenawee Christian School for any reason, the monies held under your account can be credited to your outstanding account balance or transferred to another account. (See choices in #4).
8. Written notices of where funds are to be credited must be received within 60 days of the child (ren) leaving school, otherwise the funds will be transferred to the outstanding prior balance. The remainder will go to the LCS Scholarship Fund.
9. One percent (1%) of the certificates ordered will be held in the T.R.I.P. bank account to pay for the general operating expenses of the program.



10. Orders accompanied by a **check** should be made payable to **LCS T.R.I.P.** If the check is for an incorrect amount, the order will be adjusted prior to processing. The check amount stands. **We will not accept cash or credit cards.** Money orders will be accepted. **Payments made to LCS T.R.I.P. are not considered donations.**
11. Anyone writing a non-sufficient fund check will incur a fee of **\$35.00.** This will include the bank stating non-sufficient funds or if the account is closed. The fee needs to be paid to the Central Office in **cash.** If two N.S.F. checks are tendered on your T.R.I.P. account in the same school year, we will ask you only place your orders with a money order.
12. It is preferred a parent or an adult pick up T.R.I.P. orders for the family. A responsible family member, relative, or friend may pick up your T.R.I.P. order provided they sign the form available at the time of pick up. Orders not picked up the same week will be held for pick up the next week. Filled orders and new order forms will be available **Thursday 3:00-4:00 PM** or **Friday 7:30-4:00PM.**
13. **These gift certificates are the same as cash.** Once the gift certificates are bought and received by you, the T.R.I.P. Office cannot accept them back for exchange of other store certificates. Neither Lenawee Christian School nor the T.R.I.P. Coordinator will accept responsibility for lost or misplaced certificates.
14. Some certificates have an expiration date varying from six months to two years, and some have no expiration date. Read the back of your cards or visit the retailer website for full details.
15. Drop-off box is located on the wall outside of Central Office, for those who would like to drop off a completed paper order form outside of open Central Office hours.
16. The Central office will remain open during scheduled school closings, and will only close due to extreme, unforeseen weather.
17. The T.R.I.P. program will normally run weekly throughout the school year with the exception of weekly school closings like Christmas vacation or spring break. If the school is closed both Monday and Tuesday of the week, T.R.I.P. orders will not be processed until the next available week. The program operates monthly through the summer months of June, July, and August.
18. The T.R.I.P. program is designed to help families earn credit towards their tuition payment. We request the program **NOT** to be used for business purposes.

Updated: 01/27/2021