



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

PROGRAM POLICIES

1. In order to participate in T.R.I.P. and establish an account fill out the registration form and return it to the T.R.I.P. office or set up an account online.
2. Your T.R.I.P. account will be active once we process your name in our computer program.
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 as approved
5. The percentage earned on each participating family's account will be held in the T.R.I.P. bank account. A statement of tuition credit earned will be enclosed **twice- annually; on or near May 1st and on or near November 1st** with your order. Any discrepancies must be brought to the attention of the T.R.I.P. coordinator within 30 days. The amount of tuition credit earned from each order will be in your envelope with your new order form. This will be your check against your statement.
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. 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.** The back of the checks will be stamped “TRIP Non-tax deductible” because the participants are receiving dollar for dollar value. If the check is for an incorrect amount, the order will be adjusted in order to be processed. 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. **PLEASE ONLY ONE ORDER PER REGISTRANT PER WEEK AND ONE CHECK PER ORDER OR ONE ONLINE ORDER PER ONLINE ACCOUNT.**

12. Anyone writing a non-sufficient fund check will incur a fee of \$20.00. This will include the bank stating non-sufficient funds or the account is closed. The fee will have to be paid to the T.R.I.P. Office in cash and a non-sufficient fund check form signed before your next order can be processed. If two N.S.F. checks are tendered on your T.R.I.P. account in the same school year, we will ask to place your orders with only a money order.

13. Order Pickup: the T.R.I.P. Committee prefers a parent or an adult to pick up any T.R.I.P. orders. 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. Filled orders and new order forms will be available Thursday and Friday during the designated pick up hours. Orders not picked up will be held for pick up the next week.

14. **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. Committee will accept responsibility for lost or misplaced certificates.

15. 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.

16. Drop-off box is located on the wall in the T.R.I.P. Office, for those who would like to drop off an order at another time when the T.R.I.P. Office is not open.

17. If school is delayed or canceled due to weather or other emergencies, then the T.R.I.P. Office will be closed. Check on RebWeb for full TRIP schedule.

18. The T.R.I.P. program will normally run weekly throughout the school year with the exception of Christmas vacation and spring break. The program will operate monthly through the summer months.

19. 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: 10/9/2013