



T.R.I.P.

Tuition Reduction Incentive Program

Policies

Effective September 1, 2024

- 1. Account Number:** Each participating family will be assigned an account number using the last four digits of your phone number. This account will be used for your name, address, purchases and percentages earned for tuition credits or your choice fund. Complete a registration form to set up an account.. You must use your own account number when making gift card purchases.
- 2. T.R.I.P. Fiscal Year:** The T.R.I.P. fiscal year is from May 1 to April 30.
- 3. Future Family:** Families planning for the future education of their children at Chatham Christian School can also earn tuition credits. Chatham Christian School will hold the amount of tuition credits earned until enrollment in the school. Tuition Credits in T.R.I.P. does not guarantee placement of the child when it is time for enrollment. Normal admissions procedures and policies are followed. Future families who do not participate in T.R.I.P. for two years will be considered inactive and contacted as to their intentions. If no written reply is received within 60 days of contact, their earnings will be transferred to the Computer Operating Fund.
- 4. T.R.I.P. Tuition Credits**

Any tuition credits earned in your account are released annually on April 30 and can be applied to the tuition for the following school year. (The September following April 30) Notice of the amount of your tuition credit will be included with your tuition registration forms in May. You must inform the TRIP Coordinator in April if you would like your funds held and not released until further notice. Future Family Accounts see # 3.

If a family does not have a student returning the following school year or if a child(ren) leaves Chatham Christian School for any reason, the TRIP Coordinator must receive written notice with direction regarding your Tuition Credits by April 1 in the current school year. If between April 1 and September 1 a family decides not to return, the TRIP Coordinator must receive written notice with direction regarding your Tuition Credits by September 1 of the year not returning.

The options are as follows:

- a) Transfer credits to another family.
- b) Transfer credits to a chosen school fund i.e. TAF or Computer Operating Fund
- c) Use credits to purchase gift cards to the nearest \$5.00 i.e. Use \$47.53 for \$45.00 in gift cards. Balances under \$5.00 will default to the school.

If written direction has not been received by the specified date, the credits will default to the school.

- 5. Lost Gift Cards:** Gift cards are just like cash. Chatham Christian School is not responsible for gift cards that are lost, stolen or misplaced once in your possession. This includes when the student or other designated person has possession. ALL gift card preorders require a signature upon receipt whether picked up or via student. ALL gift card orders processed at Instant T.R.I.P. will be counted back and handed directly to the customer. Note: Registration forms must be completed with a signed disclaimer before T.R.I.P. orders can be sent home with a student or other designated person. The T.R.I.P. Coordinator keeps registration forms on file.

- 6. Expired Certificates & Gift Cards:** Gift cards do not expire. Some gift certificates however have an expiry date on them, usually up to 12 months. Chatham Christian School is not responsible for expired gift certificates not used before the expired date.
- 7. School Closures & Absent Students:**
- If the school is closed on Thursday due to weather, the T.R.I.P. preorders will be postponed until the next day. Depending on weather conditions, Instant T.R.I.P. may likely still be open on the Thursday afternoon.
 - If the busses are not running on Thursday due to weather but the school is still open, T.R.I.P. preorders will go home as usual with the designated students present and Instant T.R.I.P. will be open as usual. Remaining preorders will go home with students present on Friday.
 - If the designated student is absent due to sickness, the preorder will be held in the office for pickup or until further instructions have been received from the parent.
- 8. N.S.F.** There will be a \$20.00 fee for cheques returned for insufficient funds. No new orders will be processed on this family account until the account is current. After two N.S.F. cheques have been tendered to your T.R.I.P. account, only cash or Interac e-Transfers will be accepted on your account.
- 9. Substitutions:**
- Sometimes the denomination ordered will be substituted for a different denomination of the same store due to a shortage of the denomination requested. If this is a problem, you may exchange it the following week.
 - T.R.I.P. will NEVER substitute your request with another store unless you have been contacted and provided TRIP with instructions to substitute.
- 10. Sold Outs and Backorders:** Although T.R.I.P. does its best to supply all order requests, occasionally there are sold outs. In this case you will be given notice, with the shortage placed on backorder for delivery the following week.
- 11. High School Grade 12 Trip Earnings:**
Policies also apply to high school students fundraising with T.R.I.P. for their Grade 12 trip.
- 12. Technology Fee:**
A \$300.00 technology fee is added to everyone's tuition to help fund the school computer technology costs. As an incentive, families who regularly participate in the T.R.I.P. program (a minimum average of \$50.00 per week= \$2,600/year) will be refunded the full \$300.00. This is **in addition to** the tuition credits earned on T.R.I.P. purchases in your account. It makes economic sense to participate. You must use your own account number when making gift card purchases.
- fa13. Tax Receipts:** You receive dollar for dollar value when purchasing gift cards from CCS T.R.I.P. Therefore Tax receipts are not applicable. The actual donation is being made by the store.