



# **T.R.I.P.**

## ***Tuition Reduction Incentive Program***

### **Policies**

### **Effective September 1, 2026**

#### **1. Account Registration**

Complete a registration form and submit it to the school office or email to [trip@chathamchristian.ca](mailto:trip@chathamchristian.ca). You will be assigned an account number using the last four digits of your phone number. This account number will be used to track your purchases and cash rebate earnings.

#### **2. T.R.I.P. Fiscal Year:** May 1 – April 30

#### **3. Cash Rebate Distribution Date**

Cash rebates are distributed annually in June, based on the fiscal year ending April 30.

#### **4. Cash Rebates:**

- a) Cash rebates are earned and accumulated in your account during the 12-month period from May 1 to April 30.
- b) The annual account reset date is April 30.
- c) Accounts may be set up to automatically release the cash rebate annually.
- d) Accounts may also be set up to accumulate earnings until further notice. See **Future Family Accounts** for additional information.
- e) Statements are issued in May and show all activity and total cash rebate earnings. Any discrepancies must be reported to the T.R.I.P. Coordinator within 60 days of the statement date. A rebate instruction form will also be included to confirm the instructions for your cash rebate.
- f) If other participants allocate their earnings to your account, these transactions will appear on your TRIP Statement and are identified accordingly. These purchases do not count toward your annual purchase total for the Technology Fee exemption.

#### **5. Future Family Accounts (Holding Account)**

Families planning future enrollment of their children at CCS may accumulate earnings prior to enrollment. Earnings will remain in the account until a cash rebate is requested. To receive a rebate in May, the TRIP coordinator must be notified by mid-April.

Families with children currently enrolled may also choose to accumulate earnings for a future payout in May. To receive the rebate in May, the T.R.I.P. Coordinator must be notified by mid-April.

#### **6. If leaving CCS**

If a family is leaving CCS before the May rebate distribution, the following options are available:

- a) Contact the TRIP Coordinator to request an early cash rebate
- b) Transfer earnings to another family
- c) Donate earnings to a school fund (TAF or Technology Fund)

#### **7. Inactive Account**

- a) If an account has been inactive for two years, the TRIP Coordinator will attempt to contact the account holder regarding the remaining cash rebate.
- b) If no contact can be made or no response is received, the remaining cash rebate will be transferred to the Technology Fund.

## **8. Lost Gift Cards**

Gift cards should be treated like cash. Chatham Christian School is not responsible for lost, stolen, or misplaced cards, including cards sent home with a student or designated individual.

All preorder pickups require a signature upon receipt. Registration forms must include a signed disclaimer authorizing cards to be sent home with a student or other designated person.

Gift cards purchased during Instant T.R.I.P. hours will be handed directly to the customer.

## **9. Expired Gift Cards**

Gift cards do not expire.

## **10. Cancelled Busses**

a) If buses are cancelled but the school remains open, orders will be sent home with the assigned students who are in attendance.

b) Any remaining orders will be sent home on Friday.

## **11. School Closures**

a) If the school is closed on Thursday due to weather conditions, preorders will be postponed until the next school day.

b) Instant T.R.I.P. may still be open depending on weather conditions.

## **12. Designated Student Absent**

If the designated student is absent, the preorder will be held at the office until pickup or until further instructions are received.

## **13. NSF Cheques**

A \$25 fee will be charged for cheques returned due to insufficient funds.

No additional orders will be processed until the account is paid in full.

After two NSF cheques, only cash or Interac e-Transfers will be accepted for future purchases.

## **14. Substitutions**

If a requested denomination is unavailable, it may be substituted with another denomination from the same retailer. If the substitution is unsuitable, it may be exchanged. Substitutions involving a different retailer will not be made without prior consent.

## **15. Sold-Out Items & Backorders**

T.R.I.P. strives to fulfill all orders; however, certain items may occasionally be sold out. These items will be placed on back order and supplied the following week.

## **16. Technology Fee**

a) There is an annual \$300 Technology Fee in addition to tuition

b) The Technology fee is waived for first-year families

c) As an incentive, account holders who personally purchase an average minimum of \$50 per week (\$2,600/year) in gift cards will receive an exemption from the Technology Fee for the following school year.

d) The exemption is based on YOUR gift card purchases. Not purchases made by others.

## **17. Tax Receipts**

Tax receipts are not issued because gift cards are purchased at face value. The donation is made by the vendor, not the purchaser.