

TCS Scrip Program Guidelines

Who can participate?

Families currently enrolled in good standing at TCS can take part in the Scrip program. Also, friends, neighbors, relatives, teachers, alumni, church members or anyone who wants to support Christian education can participate.

How will I order Scrip certificates?

An enrollment form must be completed in order to participate. These forms, along with the order forms, are available at the high school and elementary offices, or on the TCS website – Click on: News/Events>Scrip Program. After enrolling, you simply fill out the order form with the dollar amount and the number of gift cards for each merchant you intend to patronize; place the order form, along with your cash, check or money order in an envelope and return it to the Scrip mailbox. Orders are processed weekly throughout the school year. Please make sure your order and payment are in balance. If they do not balance, we will adjust the order to equal the payment. Gift cards cannot be returned or exchanged once they have been purchased.

Payments

Only one order per registrant per week and one payment per order is accepted. Acceptable forms of payment are cash, check, or money order. If friends or family members want to help with your tuition reduction, combine their order with yours and make one payment to cover the total order. Make checks payable to “Troy Christian Schools” and remember this is not tax deductible because you receive dollar for dollar value. If your check is returned because of non-sufficient funds (NSF), you will be charged a \$40 fee payable to Troy Christian Schools. After two NSF checks are tendered on your account, your Scrip ordering privileges will be limited to money order or cash only.

Application of Credits

Earnings are calculated semi-annually. Earning periods are October 1st through April 30th (May payout) and May 1st through September 30th (October payout). The percentage earned on each participating family’s account will be held in the Scrip account until payout. Credits will be applied as follows:

- Monthly tuition payment plans – June and November
- Semester tuition payment plans – July and November
- Annual tuition payment plans – July 1

Earnings

As we strive to improve communication to families about how Scrip earnings are calculated, we have created a payout worksheet for calculating your earnings. While it is nearly impossible to get an exact payout amount--because Scrip companies change percentages and/or offer promotions--the worksheet will help families calculate a close estimate. The worksheet lists the individual companies (as listed on the order form), provides space to enter the quantity purchased, and calculates the total payout earned

(family credit and TCS credit). The total payout is based on an 86/14 split, which is a weighted average used to estimate the 1% that TCS retains from each purchase.

The money in the Scrip overhead account will be used to pay for the general operating expenses of the program. Any remaining money at the end of the fiscal year will be distributed to Troy Christian to be used in the area of greatest need.

Find the payout worksheet on the TC website > News and events > Scrip > Payout worksheet.

Order Drop-Off

Orders must be in the Scrip mailbox by Monday morning at 9:00 a.m. Orders that come in after this time will be processed the following week. The Scrip mailboxes are located in the elementary and high school offices. Teachers are not responsible for orders reaching these mailboxes. Students dropping off orders must put them in the Scrip mailbox. Each registrant must sign a release form if they are permitting their student to deliver payment to purchase Scrip or pick up Scrip. These forms will be kept on file and Troy Christian Schools accepts no responsibility for gift cards delivered in this manner.

Order Pick-Up

Your gift cards will be available on Thursday following the Monday your order was placed. Scrip pick-up hours are:

Thursday (High School Athletic Foyer)	3:00 to 4:00
Friday (Elementary Office)	8:00 to 4:00

For school closings and delays, see the Scrip Pick-up Schedule on the website for more information.

When you sign for your order, you are agreeing that everything is correct. Once the gift cards have left our volunteers, they are no longer our responsibility. Therefore, lost or stolen gift cards will not be replaced.

Any questions concerning the Scrip program can be directed to Shelly Calvert at scalvert@troychristianschools.org.