

# Punxsutawney Christian School

## Tuition Rebate Program

May 31, 2019

Dear Family,

The Tuition Rebate Program/SCRIP has been implemented to assist the families of the Punxsutawney Christian School with the cost of tuition. The program is available for all families regardless of income. Any family with students entering preschool through grade 12 can benefit from the program. Relatives and friends may also sign up and designate their earnings to one or more families. Individuals who wish to help may also donate their earnings to help fund the Tuition Rebate Program or the PCS Scholarship Fund. Also, families planning on sending a child to PCS may sign up as a “future family” and earn money towards their tuition before their child is even enrolled at PCS.

After more than 10 years, we are proud and quite pleased at the success of the program. In past years, the program has earned over \$10,000 in tuition monies for participating families.

The Tuition Rebate Program allows participants to purchase gift certificates through SCRIP for face value, thus creating a rebate on the difference. That difference is then applied to your family’s tuition. You will NOT be spending more than what the certificate is worth (for example: you purchase \$100 in grocery certificates – you receive \$100 in grocery certificates, yet your tuition account may have earned \$5.00). The money earned through SCRIP will be paid out two times a year. The first in January and the last one in April.

If you have any questions, please contact PCS or the Tuition Rebate Program Coordinator at 814-938-2128.

Thank you.

*Tuition Rebate Program Coordinator*

## Policies of the Punxsutawney Christian School Tuition Rebate Program

1. There are several ways to utilize the Tuition Rebate Program.
  - a. You may place a traditional order by submitting a paper order form along with a check or money order made out to "PCS Tuition Rebate" to the school at any time. Please do not send cash.
  - b. You may also purchase gift cards online at [www.shopwithscrip.com](http://www.shopwithscrip.com)
    - i. With this cards can be re-loaded and there is an option to print off certificates immediately (SCRIPNOW).
    - ii. There are also alternative ways to pay online (Presto-Pay) by attaching a bank account to your SCRIP account for easier transactions.
2. Due to the fees charged by the Great Lakes Scrip Center, 8% of each order's total reimbursement will be deducted. Scrip coordinators and helpers are volunteers and do not receive compensation for their work.
3. The PCS Tuition Rebate Program will run weekly, except in the summer and during holidays. Schedules will be announced at the beginning of the school year. Any questions about the Tuition Rebate Program should be directed to the Coordinator(s). You may leave a message at the School Office at 938-2295 and the Coordinator will return your call.
4. The PCS Tuition Rebate Program is being offered to promote the education of students at the Punxsutawney Christian School. Therefore, the money collected on your account will only be paid to the Punxsutawney Christian School for tuition reduction. If your child(ren) no longer will attend the Punxsutawney Christian School for whatever, reason, the monies held under your account number can only be:
  - a. Credited to another family's tuition (20 percent will be deducted from the total for the transfer)
  - b. Credited to the Tuition Rebate General Fund (no transfer fee imposed).
  - c. Credited to the PCS Scholarship Fund (no transfer fee imposed).

Written notice must be received within 30 days of the time the child(ren) leaves the school, otherwise your rebate will automatically transfer to the Tuition Rebate General Fund.

5. SCRIP orders will only be released to parents unless a Disclaimer of Responsibility form has been signed. This must be done for each school year before certificates will be released to your child. These forms will be kept on file.
6. All order forms are due by **Friday at 9:30 am** to the main office at the school. Late orders are accepted but will be held for the following week. Orders are processed on Friday and will be **available the following Wednesday**. If a child is designated to bring orders home, they will be given to them. Otherwise the orders will be held in the office for parent pickup. Order dates and times are subject to change to suit the schedules of our volunteer helpers.
7. SCRIP gift cards are just like cash. Neither PCS nor the Coordinator(s)/volunteers, will be responsible for lost or misplaced gift cards.
8. The gift cards can be used just like cash at the participating stores. Gift certificates may have an expiration date varying from six months to two years. Some stores limit the amount of change that can be given from a gift certificate purchase. Please refer to the website for information on particular requirements of the business ([www.glscrip.com](http://www.glscrip.com)). If you have any questions regarding

9. Several local businesses use a voucher system rather than gift certificates. These businesses have agreed to refund an arranged percentage of your purchase to the Tuition Rebate Program after the purchase has been made. These businesses are listed below. Please let the retailer know that you are participating in the SCRIP program before you pay for your purchase so they can present you with a voucher as proof at that time. Any purchases made at these merchants will not be reflected on your rebate account as quickly as the weekly gift card purchases. It may take several weeks to post the rebate to your account from a voucher purchase. Neither the Tuition Rebate Program nor PCS will be held liable for any voucher that has not been paid by a vendor.
  - a. Kuntz Motor Mahaffey (Maximum voucher \$100)
  - b. HPS Tire Punxsutawney
  - c. Ashley Furniture
  - d. Lowmaster Warden
10. Anyone writing a nonsufficient fund (NSF) check will incur a fee of \$35 to be paid to PCS Tuition Rebate. No subsequent orders will be accepted until the NSF fee has been paid. After two NSF checks are tendered on your rebate account, only money orders will be accepted on your account.
11. In the event of a store closure of a national retailer, our scrip supplier will refund the certificate, provided the supplier is able to obtain similar reimbursement from the vendor. In the event of a store closure of a local retailer, we will advise you as soon as we are notified so you may use your certificates. Neither the Coordinator(s) nor PCS will be held liable for refunding certificates in the event of a retailer closing without notice.
12. We will not accept returns on scrip gift cards purchased for any reason. While most of our merchants are located in Punxsutawney, DuBois, or/and Indiana, we do offer several out of town businesses for those who travel. It is your responsibility to check the location of the business before you make your purchase.
13. We welcome any questions or comments and will do our best to solve any problem that may arise. We ask that in such cases you contact us by leaving a message at the office, sending a note in with your order on Friday or calling the Coordinator(s) at home. Please do not call the Coordinator(s) at work.



# SCRIP PAYOUT INFORMATION/QUESTIONNAIRE

I am currently gathering information from the participating Tuition Rebate families, so I can prepare to transfer the money and adjust the tuition accounts for the school year. Please complete this form and return it to the PCS office.

Name: \_\_\_\_\_ Account/phone #: \_\_\_\_\_

Please choose one:

\_\_\_\_\_ Subtract my credit from my tuition for the **current** school year. This option will have payments credited to this year's tuition twice a year January and April.

\_\_\_\_\_ Subtract my credit from my tuition for next school year. This option will build a credit in my account during the current year and be applied to the following years tuition .

\_\_\_\_\_ I would like to donate \_\_\_\_\_ part OR \_\_\_\_\_ all of my credit to the PCS Scholarship Fund.

\_\_\_\_\_ I would like to donate all or part of my credit to the Scrip General Fund. The Scrip General Fund pays for operating expenses, such as supplies and shipping. It also allows us to pre-purchase certificates for Cash & Carry.

\_\_\_\_\_ I would like to donate part or all of my credit to the following PCS family/families.

\_\_\_\_\_

\_\_\_\_\_ Please contact me to discuss options for my tuition credit. The best time to contact me is \_\_\_\_\_.

If you have any questions, please contact Jackie Bishop at 814-938-2128.

I understand that my SCRIP payout will not be applied to any balances from previous school years. Any money not deposited into my own tuition account will be subject to a 20 % processing fee according to the information packet supplied at the beginning of the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date