

## TRINITY LUTHERAN SCHOOL

### SCRIP POLICIES

1. The certificates can be used as cash at the participating stores listed on the order form. Expiration dates vary. The rule we ask you to follow is to not to expect change when you make purchases with your certificates. Therefore, pay as much as you can with the certificate value towards the purchase price, and pay the rest with a check or cash.
2. You may purchase certificates on Sunday mornings at Trinity Lutheran Church or at Trinity Lutheran School office during the week.
3. We must have a Scrip enrollment form on file. **Trinity Lutheran School, its faculty, its staff, or the Scrip Committee is not responsible for any lost, destroyed, or misplaced certificates as a result of your actions or of your students or others actions. If you order certificates in error, that too is your responsibility and they cannot be exchanged.**
4. Your tuition account will be credited twice annually. Scrip profit will not be applied to your registration fees. Credits will be applied in January and August. For those paying tuition through FACTS the January credit will be applied to your total remaining balance. The amount of each of your remaining payments for the year will be reduced.
5. If your current year tuition has been paid in full, you may accumulate credit for the following school year.
6. An account may be set up for a young child to accumulate credit for enrollment at a later time.
7. You may change where your 70% is applied only by filing out a new enrollment form.
8. Payment for scrip needs to be made at the time of purchase. Post dated check ARE NOT accepted.
9. The profit generated from group purchased gift certificates will go to the Trinity Lutheran School general support fund. Example: All soccer team members go together and purchase a gift certificate for the coach.
10. You can obtain a scrip order form in the school office or on line at the Trinity website: [trinitydavenport.org](http://trinitydavenport.org)