

Dutton Christian School

TRIP PROGRAM

TRIP (Tuition Reduction Incentive Program) is an exciting opportunity for both present and future families of Dutton Christian School to accumulate tuition credit. Through this program, bulk quantities of gift certificates from retail merchants are purchased at a discount. The certificates are sold to participating families at face value, and the discount is passed on in the form of a tuition credit. The discount received from each merchant varies; therefore, the amount of tuition credit also varies. The current order form lists all merchants we have available participating in the program, along with the discount percentage you will receive. 15% percent of the discount is retained for general Tuition Assistance and minimal operating costs of the TRIP program.

GENERAL OPERATING PROCEDURES

ENROLLMENT:

To get started in the TRIP program you will need to fill out an enrollment form and turn it into the TRIP box located in either school office, or you may bring it to Quick TRIP (QTRIP). You can designate your TRIP credits to be applied to your own account at DCS (future or existing family), the Tuition Assistance fund at DCS, or a tuition account at another Christian School. Everyone participating in the TRIP program must re-enroll every year! If you do not re-enroll you are not in the TRIP computer system. Please send in your enrollment form with your first order. Only one campus may be designated as a distribution location.

ORDERING:

1. **TRIP Order Form:** Many additional vendors, denominations and larger quantities are available by placing a weekly order. Orders may be placed at QTRIP or dropped off in the TRIP box located in either school office. TRIP order forms are available on our website or in either school office.
2. **Online Orders:** You may register for an online shopping account at shopwithscrip.com using Dutton Christian School's code D8B5ADB7125. All online orders must be paid for with Presto Pay and will be charged \$0.15 per transaction. Presto Pay is required for online orders, checks will not be accepted. You will be asked to enter your bank account information. Registering for Presto Pay is easy but takes a few days to confirm your checking account so plan ahead. Shop with Scrip will make two small deposits and credits into your account. You must go to the Shop with Scrip website to verify the amounts. After you verify the amounts, they will give you a four digit code. Next, you will need to email or text Traci Miller (DCSTRIP@duttonchristianschool.org or 616-318-6468) with the four digit code and she will activate your account.
3. **SmartPhone App:** MyScripWallet is a convenient way to get e-cards you print at home or download right on your smartphone. To get started, first sign up at shopwithscrip.com for a presto pay account if you haven't done so already. (Presto Pay is required for MyScripWallet.) After you have a presto pay account you can Google and download the MyScripWallet app to your phone. (Type in MyScripWallet in Google and click on the App to download it. DO NOT use the iTunes store.) All orders will be charged \$0.15 per transaction. This allows you to print e-cards at home, reload gift cards, or use digital gift cards at the register using your smartphone. If you order by 3:30pm and choose the Reload option, funds will typically be available on your gift card overnight. If you choose the ScripNow! option, you will receive a confirmation email within minutes, allowing you to use the e-certificate immediately.
4. **Quick TRIP:** Many of the vendor gift cards/certificates are available for immediate purchase through Quick TRIP, while supplies last. QTRIP is available every Wednesday at the **NORTH** campus. On the 1st, 3rd, and 5th Wednesday of the month, hours are 8:00-9:15am and on the 2nd and 4th Wednesday, hours are 2:30-3:30pm. Please note the change in location.

PICK-UP: All orders, paper or online, placed by 8:15am Wednesdays, will be available for pick up at QTRIP the following Wednesday, in the north campus office after 12:00 noon on the following Wednesday, or sent home with your

student at the North or South campus. In order for us to be able to send TRIP orders home with your student, please fill out and sign the section on the enrollment registration form that authorizes us to release your TRIP to your child. We do not send TRIP orders home with students who are in pre-kindergarten.

PAYMENT: Cash or check must accompany each order turned into the office or at Quick TRIP, Presto Pay is required for all online or MyScripWallet orders. Checks should be made payable to DCS TRIP. Your check is not a tax-deductible donation because you are receiving dollar for dollar value. Your completed order will be sent to the school campus designated on your enrollment form.

GENERAL TRIP POLICIES:

1. **Enrollees may direct their tuition credit to:** their own personal account, the account of another family, to the general tuition assistance fund, or to a family at another Christian School. Grandparents, friends, and future families may also enroll in the program. Credits can be divided to help more than one family. Tuition credit will be accrued and applied to the first tuition payment(s).
2. **Leaving Dutton Christian School:** If your child leaves Dutton Christian School for any reason or graduates; your TRIP credit may only be used towards your outstanding tuition balance, South Christian High School tuition, another family's account, or to the general Tuition Assistance Fund. If you are transferring to a different Christian School, you may have your credits forwarded one time to your new school. **Please fill out a transfer request form within 30 days of leaving Dutton. If you fail to request your credits be transferred, your credit will automatically be transferred to the general Tuition Assistance Fund.**
3. **TRIP credits** may only be used towards tuition and will be applied two times per year, October & April, to the following schools, Legacy Christian, Moline Christian, Byron Center Christian, and South Christian High School. We are no longer able to send TRIP credits to any other Christian Colleges or Universities. Exceptions can be made for staff members with students at other K-12 Christian Schools.
4. **Same as Cash:** All gift cards/certificates are the same as cash. If certificates or cards are lost or stolen, it is not possible to replace them. Neither Dutton Christian School nor the TRIP Program will be held responsible for any lost, stolen or misplaced cards/certificates.
5. **Returned Checks:** Any check returned by the bank for non-sufficient funds (NSF) will incur a \$30 fee. You will receive a letter informing you of the returned check and requesting that another check be written for the original amount plus the \$30 fee. We have the right to hold all future orders until the NSF balance has been cleared. After two non-sufficient fund checks are made on your TRIP account, your TRIP ordering privileges can be suspended for the remainder of the school year, unless orders are paid in full with cash
6. A disclaimer of responsibility must be signed on the registration form if you think you would ever use the option to have your student bring home your certificates or have someone else's student bring them home. You may have another adult pick up certificates for you but you should call the office where they will be picked up and let them know who will be picking up your certificates. Whenever certificates are released, either the registrant, another adult, or the student listed on your registration form must sign for them.
7. Please check the DCS website at www.duttonchristianschool.org or the Parents in Touch newsletter for special TRIP pick-up and drop-off times when school is not in session.
8. Please double check all orders! Gift cards/certificates are not returnable or exchangeable. If TRIP makes a mistake filling an order, please notify Traci Miller as soon as possible and we will do our best to correct the error right away

If you have further questions, please contact Traci Miller at 616-318-6468 or DCSTRIP@duttonchristianschool.org