

T.R.I.P.

(Tuition Reduction Incentive Program)

2011-2012

Revised July '11

Dear Infant Jesus of Prague School Family,

IJP is proud to present an optional program that can help reduce your family's school tuition. You will be able to reduce tuition by earning "credits" that are based upon a percentage of pre-purchased gift certificates that can be used at an extensive list of businesses. The intent of this letter is to provide you with information on how the **TRIP Program** works, and to help answer any questions you may have. We have included many important items; therefore, we encourage you to read through it carefully.

How Your Credit Accumulation Works....

IJP purchases gift certificates at a discount, which in turn are sold to you at face value. Each vendor has decided how much of a discount it is willing to give. *For example: If you purchase \$100.00 in Walgreen's (3%) certificates, you have earned a \$3.00 credit toward your tuition balance.*

Your Credit Accumulation Statements....

During the 2011-2012 school year, you will find your tuition credits on each order receipt. The tuition credits itemized on your orders are **your credits less 25% for IJP School General Fund and 1% for TRIP administrative fees.** In June, you will receive a document explaining exactly how much you have accumulated that will be deducted from your tuition in August. *If you have accumulated less than \$10 in credits at year-end, your credits will be donated to the IJP School General Fund. Also, if you have any outstanding balance with the TRIP Program at year end, the deficient amount will be subtracted from your tuition credits.*

Registration and Family Credits....

Each family must complete a Registration Form one time only. A family identification number will then be assigned. It will remain in effect for as long as you are active in the **TRIP Program**. This number consists of the first letter of your last name and the last four digits of your phone number, as long as it does not conflict with an existing number. Please make sure that anyone who purchases certificates on your behalf gives the correct identification number to assure that you will receive the credit. If at any time your phone number changes, your account number will remain the same.

Envelope Orders....

A **TRIP** envelope is provided to each family for your convenience in sending orders to school and having certificates returned to you per set schedule. You may send orders to school with your child or drop them off in the school office using the regular order form. Orders may also be submitted on-line (see enclosed instructions and information). **ORDER DUE DATES WILL BE DETERMINED AND POSTED. We cannot accept late orders!!** Orders are filled and sent home in the manila envelope with your children or you can opt to pick them up in the school office. Please, make sure that you fill out the order form completely. Do not forget to include your family identification number so that your credits are applied appropriately.

If at any time you have any questions or comments regarding **TRIP**, please contact one of us at your convenience.

Thank you.

Charlotte Kelly
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Infant Jesus of Prague's T.R.I.P. Program General Policies 2011-2012

Registration

A Registration/Disclaimer Form must be completed. You **do not** need to fill out a new registration form each year. An "account" or family identification number will be assigned to each family registering for the **IJP TRIP Program**. Friends and family may help you with your tuition credits by ordering certificates using your family identification number.

Parents with children not yet attending IJP or families with children in Catholic High Schools or colleges may also participate. These families may register and will also be assigned a family identification number. The money earned will be held by **TRIP** and will be credited toward tuition payment when a child is enrolled in IJP School or any Catholic High School or college.

A disclaimer of responsibility (included on the Registration form) must be signed before you will receive any tuition credit. Families with children attending IJP will only be allowed to take home certificates ordered under their own family identification number and that which has your child's name written on the outside of the envelope. If you have more than one student at IJP, your youngest child, or child of your choice, will be responsible for delivery of your certificates unless you choose to pick them up in person. If you have indicated that your child is to receive the certificates you have ordered, IJP and **TRIP** are held harmless for any lost or misplaced certificates.

Your registration in IJP's **TRIP Program** will remain in effect until you notify **TRIP** of any changes desired.

Families that are registered with IJP's **TRIP Program** and leave IJP and/or Catholic High School or college will have their credits applied to the IJP General Fund unless other arrangements are made between the **TRIP** Administrators and the family. *Once converted to the General Fund for any reason, old credits cannot be re-applied to a new account.*

A family can only be registered as one of the following classifications:

1. IJP School Family
2. Religious Education Family
3. Catholic High School or college Family
4. Saver Family (for tuition credit buildup for IJP School or any Catholic High School or college)
5. IJP Parish Family

Credits

TRIP is being offered to promote the Catholic education of students at IJP School or a Catholic High School or college. Therefore, the money collected under your family identification number will be paid only to IJP School for tuition reduction for Preschool through Eighth Grade, or for high school tuition reduction at any Catholic High School in the Archdiocese or Catholic college.

AT NO TIME CAN MONEY BE DIRECTLY REFUNDED TO THE PARTICIPATING FAMILIES!!!

The amount of credit you earn will be held by IJP School's **TRIP Program** and credited to your account annually. IJP School families will receive their credits in June. High School families will receive a check payable to their designated Catholic High School or college in July. IJP School families will receive a summary of purchases showing tuition credits at the end of the school year so purchases may be verified. You will only receive a statement if you made purchases. You will have approximately two weeks to notify the **TRIP** Administrators of any discrepancies. After that time, all credits will be posted to your account and will not be changed.

Program Details

1. **TRIP** certificates will be available through the envelope order system and on-line.
2. Envelope orders with payment are due on the posted dates by the specified time to your child's teacher or the school office. **LATE ORDERS CANNOT BE ACCEPTED!!!!**
3. Filled envelope orders will be sent home each order week in the manila envelope unless otherwise designated. If there is a change in delivery day due to holidays or school off days, you will be notified.
4. Envelope orders designated "School Office" will be available in the school office on the designated day of each order week after 9:30 AM.
5. Certificates purchased on the standard form can be paid by cash, check, or credit card; on-line orders can be paid by check or PayPal only. We **cannot** accept Discover or American Express. Credit card users will be charged a 3% fee to your card. All checks must be made payable to IJP-TRIP and will only be accepted for the exact amount of your purchase. These checks are not tax deductible, as you will receive a dollar for dollar value. Any checks returned by your bank will incur a \$20.00 fee to be paid to IJP-TRIP.
6. **Certificates are just like cash!! IJP cannot accept responsibility for lost certificates or for certificates that are not used prior to the expiration date.**
7. Occasionally our suppliers have to back order certificates. A notice will be sent home informing you of the back order and you will receive the certificates as soon as they become available.
8. We are not responsible for any store withdrawing from the **TRIP Program**. Additionally, the **TRIP Program** is not responsible for any store going out of business or ceasing to do business in the area. For this reason, you are encouraged to use your certificates as soon as possible after you receive them. Please do not hold certificates, as the **TRIP Program** will not refund money or exchange certificates in either of above circumstances.
9. Any modifications to IJP's **TRIP General Policies** must be met with approval from the **TRIP Administrators**. Once approved, changes will go into effect immediately. All school families will receive a written copy of the new policies.
10. Suppliers change discounts to the program on a regular basis. The credit percentages shown on the order form are accurate at the time of printing, but are subject to change at any time without notice. Should a supplier change the percentage paid to the program, the credit paid to you, whether higher or lower, will be applied to your order. We will always credit your purchase with the credit percentage that is current on the date the order is filled. We will never credit or debit past sales with current percentages.

Infant Jesus of Prague's T.R.I.P. Program Registration/Disclaimer Form

General Information: Please complete all sections of this form.

Last Name _____ (_____ - _____)
Mother's First Name Father's First Name

Address _____
Home Street Address City State Zip

(_____) - _____ Home Telephone Number

Please select then type of account you wish to establish. (Please check only one.)

___ *School Family* – All credits will be posted toward your tuition payment to IJP School.

Name, grade, and room number of “carrier” child at IJP _____

___ *High School/college Family* – All credits will be posted to ONE designated high school (designate below).

High School/college Name _____

High School/college Address _____

High School/college Phone _____

___ *Saver Family* – All credits will accumulate until your first child enters IJP or a Catholic High School or college. Projected year your child will enter IJP or a Catholic High School or college _____

Delivery of Ordered Certificates (please check only one)

School Families or High School Families with children attending IJP.

___ I authorize IJP's TRIP Administrators to release my TRIP certificates to my designated child attending IJP School. I will not hold IJP responsible for any lost or misplaced certificates.

___ I prefer to pick up my certificates in person. Certificates cannot be sent home with a student unless a new disclaimer form is filled out.

Saver Families or High School Families with no children attending IJP School.

___ I understand that I must pick up my TRIP certificates at the IJP School Office.

Any changes to the above selections requires a new disclaimer form to be completed.

I have read, understand, and will abide by the General Policies of the IJP School TRIP Program.

Print Name _____

Parental Signature _____ **Date** _____

(Signature of either parent will suffice)