



## CCS SCRIP POLICY 2021-2022

The SCRIP program serves to provide tuition assistance for current and prospective families and operates throughout the year. Order forms can be found online or you can sign up online to create your own account and set up Presto Pay. Summer SCRIP dates and schedule alterations due to holidays will be posted on the website.

A SCRIP Registration Form must be completed before cards are released. CCS accepts no responsibility for certificates when SCRIP orders are released to the designated courier or mailed. Student couriers will receive the envelope to take home in Backpack or Eagle Packs.

All SCRIP orders must be accompanied by cash, check or done by Presto Pay. Checks returned to the SCRIP program due to insufficient funds will incur a \$30 fee.

SCRIP is offered to promote the education of students at Community Christian School; therefore, the money collected by your family will only be used for Community Christian School tuition reduction credit. If your family leaves Community Christian School for any reason, the monies raised by your family through this program will be credited to the Partners in Education Program.

Filled orders will be sent home with the designated couriers on delivery day, for those who pick up at CCS, they must be picked up by the end of the week. All errors must be reported to the SCRIP coordinator by the next school day. CCS staff or coordinator will not deliver SCRIP certificates to individuals outside of the building.

SCRIP certificates are the same as cash and should be handled accordingly. CCS is not responsible for certificates that are lost, stolen, or misplaced while in your possession. SCRIP certificates are **not returnable** and are **non-tax deductible**.

Ten percent (10%) of the total profit earned by your family will be used by CCS to administer the SCRIP program. Funds cover shipping charges and other incidental expenses incurred.

### APPLICATION OF EARNINGS

Tuition percentages earned will be held by CCS and credited monthly to family tuition accounts. The money earned by a family is only payable to a CCS tuition account. At no time will any earnings be returned to participants.

Participants may choose to have credits distributed to any of the following accounts:

1. Tuition reduction for your own family or another CCS family
2. Tuition reduction for a **future** CCS family
3. CCS Partners in Education

Parents planning for the future education of their children at CCS may participate. CCS will hold the money earned until family is registered at CCS. Future families must use earned tuition credit when their child starts in a CCS program. Future families who have not participated in the SCRIP program for a one-year period will be considered inactive and contacted as to their intentions. If a reply is not received within 30 days of contact, their earnings will be transferred to the Partners in Education Fund. CCS supporters (faculty and staff, grandparents, community members, etc.), may have their own account and contribute to a CCS family or the Partners in Education Fund.



# SCRIP REGISTRATION FORM

2021-2022

Please complete and return this form to the CCS Office before you place your first order.

### CURRENT Community Christian School Family

Name \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_

### FRIEND of Community Christian School (No children enrolled at CCS)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Friends of CCS may direct their earnings to the following (please check one):

CCS Family \_\_\_\_\_ (Parent First and Last name)

CCS Partners in Education

### FUTURE Community Christian School Family

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of student \_\_\_\_\_ Projected Enrollment Year \_\_\_\_\_

**Disclaimer:** Complete this part if your child is permitted to bring your SCRIP certificates home. Your child will receive only the certificates ordered under you family name. SCRIP will not be sent home with your child if you do not return this disclaimer to the CCS Office:

- I authorize Community Christian School to release my SCRIP cards to my child, \_\_\_\_\_. I will not hold Community Christian School or the coordinators responsible for any lost or misplaced SCRIP occurring during the transportation of said SCRIP from the school to my home or workplace. Further, I entrust the responsibility of the certificates with the named student and no other. If the student changes and another student should be assigned, I will notify the CCS Office and SCRIP coordinator in writing of these changes.
- \_\_\_\_\_ will come to CCS and pick my order up in the CCS Office.

We have read, understand, and will abide by the policies of the **SCRIP** program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_