

## **St. Mary's Scrip Program Rules and Guidelines**

### Purchasing:

1. Scrip purchases and requests may be made with cash or check only.
2. In order for a family to receive tuition credit the Scrip purchase form must be completed in its entirety. Purchasers are responsible for accuracy.
3. Scrip supporters must choose how they wish to distribute their tuition credit profits on each order form.
4. Scrip purchases are not tax deductible because you receive dollar for dollar value.
5. If a check is returned because of non-sufficient funds (NSF), a \$25 fee payable to St. Mary's Parish will be charged. After two NSF checks are tendered on an account, Scrip ordering privileges will be limited to cash only.
6. Scrip cards and certificates are the same as cash, and should be handled accordingly. St. Mary's will not be responsible for cards or certificates that are lost, stolen or misplaced while in your possession.
7. Parents requesting that their students bring Scrip home must have an 'Authorization for Scrip Order Release' on file at the school.
8. All sales are final. No exchanges or returns.

### Profits:

1. 50% of the total net profits accumulated by your Scrip purchases will be used for general school expenses. The remaining 50% of the net profits may be used for your choice of: (1) tuition credit for a current or future student; (2) the tuition assistance fund; or (3) the school general fund.
2. All profits are calculated after program expenses.
3. Statements of net Scrip profits for tuition credit will be made monthly.
4. Credits will be applied to tuition of students in grades K-8. Preschool tuition is considered a form of daycare by the IRS and is not eligible for tuition credit. (You may accumulate credits until your child is in Kindergarten at which time they will be applied. Preschool tuition will need to be paid in full.)
5. A family will no longer have a Scrip Tuition Account after their children have all graduated from St. Mary's School. No refunds will be given for unused credits. Unused credits will be applied to your choice of: (1) the tuition assistance program, (2) the school general fund; or (3) tuition to a specific family of your choice.

**Authorization for Scrip Order Release**

I authorize my son/daughter, \_\_\_\_\_ to bring home my Scrip orders for the 2014-2015 school year. I recognize that it is the Scrip Program policy to not accept exchanges or returns. I release St. Mary's Parish and St. Mary's School from any responsibility for the order once it is given to my child, nor are they liable for lost or stolen orders.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_