

## **Policies of the Crown Point Christian School Scrip Program**

1. The Scrip program will be operated according to the dates in the school calendar. Any questions about this program should be directed to the school to the attention of the Scrip coordinator, Paulette Schaap at 365-5694.
2. Scrip is being offered to promote the education of students at Crown Point Christian School; therefore, the money collected on your Family Account will only be paid to Crown Point Christian School for tuition reduction in grades Pre-K through 8.

If your child(ren) no longer attend Crown Point Christian School, and a written directive for remaining Scrip is received within sixty (60) days of leaving the school, monies held under your Family Account can be applied to one of the following:

- a. Credited to your outstanding tuition balance
- b. Credited to another family's tuition
- c. Credited to the General Fund

NOTE: if no notice is given, then outstanding Scrip monies will be transferred to the General Fund.

3. A registration form must be completed for each new family who wants to participate in the program. The disclaimer section must be signed before certificates will be released to your child. Your child will receive only the envelope(s) with certificates ordered where authorization was given for your child to receive them. These forms will be kept on file.
4. All completed certificate orders are due on the designated day and time to the school office. **NO LATE ORDERS WILL BE ACCEPTED.** Filled orders will be available on the day indicated and sent home with your child or held in the office for pick up. Please count your order before you leave the school. The schedule for summer Scrip orders will be set up at the end of each school year.
5. These gift certificates are just like cash. Crown Point Christian School is not responsible for lost or misplaced certificates.
6. Money is due with your completed order form. Make checks payable to CPCS – Scrip for exact amount. **WE DO NOT ACCEPT CASH.**
7. Anyone writing a NSF check will incur a fee of \$20.00 to be paid to Crown Point Christian School before receiving his or her order. After two NSF checks are tendered on your account, only money orders or cashiers checks will be accepted on your account.
8. Additional retailers, other than those listed on our mail order form, are available and can be found at [www.glscrip.com](http://www.glscrip.com). Please look under the “Order Scrip” section. If you want to add any of these to your order, please list at the bottom or back of your order form.