

St. James Cathedral School Scrip Program Frequently Asked Questions

1. What is this program about?

The St. James Scrip program offers families and individuals a way to reduce tuition through shopping for items they regularly purchase. When you purchase a merchant gift card through St. James Scrip, a percentage of the profit goes back into your family's tuition savings account. We sum up all of your earnings at the end of the school year and apply it to the following year's tuition!

Use Scrip for weekly shopping, birthdays, gifts, Christmas, home improvements, gas and watch your account grow!

2. What does Scrip mean?

Scrip is money in the form of gift cards and certificates, just like those purchased directly from a retailer (i.e. Home Depot).

3. How does Scrip work?

The St. James Scrip program operates through the Great Lakes Scrip Center (GLSC) in Michigan. Several Catholic schools in our diocese use GLSC. GLSC offers a free website service called ShopWithScrip.com. This website allows families to purchase gift cards/certificates from a variety of merchants at face value anytime day or night.

4. How does the money I accumulate apply to my tuition?

Scrip will be available year round (school year) on a bi-weekly basis (schedule to subject to change). The more you use scrip, the bigger your account will grow. **The profit generated from your Scrip purchases will be split 75/25 between your Family Tuition Savings Account and St. James School operating expenses (your family will earn 75% of the profits generated).**

It will work the same if you choose Tuition Assistance or School Operating Expenses. If you choose to apply your earnings to another family, your entire Scrip Earnings will be passed on to that Family and the 25% will be deducted from that family's tuition savings account. Your Scrip tuition savings account accumulates over the school year (late May – late May) with the actual cut-off date designated in an email from Scrip. Any orders including Shop With Scrip Orders, Reloads or ScripNow made after the cut-off May date will be applied to the next Scrip Year.

At the end of our current school year the balance in your account will be applied to your tuition for the following school year. If you pay in full, you will receive your 3% discount from the school and then your Scrip Earnings will be subtracted from that number and given to the FACTS tuition payment service. If you pay monthly, your Scrip Earnings will be deducted from your tuition bill and FACTS tuition payment service will re-calculate your monthly payments, which will be lower due to your Scrip reduction.

For non-returning families (i.e. 8th graders), the balance of your account as of the last April order of the current school year will be forwarded to FACTS tuition payment service and be applied to your last tuition payment in May. It will work similarly if you give your earnings to another family or a family in need. If you want your earnings to go toward the School Operating Expenses or Tuition Assistance, Scrip will write checks directly to the school for those programs in your name. The Scrip team can also transfer your earnings to any Catholic school within the Diocese of Orlando, including Bishop Moore Catholic High School (if you choose, you can continue to purchase Scrip through us and we will apply it towards your tuition at BMHS).

5. Does this program benefit the school?

You bet! 25% of the profits (minus operating costs) will be applied toward school operating expenses to keep future tuition increases as low as possible.

6. How do I order Scrip?

Once you enroll in our program (look for us on the school website), you will receive a welcome email that details how to use ShopWithScrip.com. Next, go to ShopwithScrip.com, setup your account and start placing your orders. Payments must be turned in to the School Front Office by no later than Tuesday morning at 8:00 AM. If you want to bring your payment to the Scrip Team, we are in the Parent Panther Association (PPA) Office located in the Assembly Hall gym on Tuesday morning between 7:30 – 8:00.

- PLACE ORDERS. In order for your order to be processed, you must place your order and drop off payment (check/cash; no need to drop off Presto Pay orders) to the Front Office or the PPA Office on Tuesdays **by 8:00 a.m.**
- PICK UP ORDERS. Orders may be picked up on Friday morning (the week your order is submitted) between 7:30 – 8:00 a.m. in the PPA Office. If you miss that pickup, you may pickup your order in the Front Office at your convenience.

See our Scrip Calendar for specific dates.

7. When I'm registering with www.shopwithscrip.com, it asks for an enrollment code. What is this?

The GLSC website will ask you for an enrollment code. The **enrollment code for St. James is 88D925AL14941**. This code associates all of your orders with St. James Cathedral School (so that we can keep track of your profits!). When you registered with St. James Scrip on the school website (which you must do), there is a screen once you click on "submit", that gives a set of instructions on what to do next. That enrollment code can also be found there.

8. How do I pay for Scrip?

You can pay with a check, cash, or [Presto Pay](#). Presto Pay is the system that allows you to pay for your order instantly by electronic debit from your checking account using the secure ACH process. This process costs \$0.15 for the entire order (not each item you order). To date, we have had no security issues with Presto Pay. Please note that it is an easy 2-step process to sign up for Presto Pay (details are at shopwithscrip.com) but that it takes a couple of days to complete. Should you pay with a check, the school's

policy regarding returned checks is the same for scrip. *Checks may be made payable to St. James School; memo line – Scrip.* Sorry, credit cards are not accepted. The bank charges for credit card use considerably reduce our profits.

Presto Pay and [ScripNow](#) customers do not need to drop off payments. ScripNow customers can receive their scrip immediately (24 hours a day).

9. Do I have to participate?

Absolutely not. This is a service provided to those who wish to offset their tuition and raise money for the school.

10. What if I am not attending the school but want to purchase scrip?

For grandparents, aunts/uncles, etc. of our St. James families, faculty/staff or friends of our school, the procedures are the same. They can enroll at the school website, however they would designate their % saved to one of the following: a family scrip account, the school's operating budget (to help reduce future tuition increases) or the school's Tuition Assistance Fund for families in need. Under Enroll Now, say "No" to "Apply my Earnings to Tuition Credit?" On the next line select where you want the profits to go. If it is to a particular family, make sure you type in the Family Name in the next line. Please see #4 above to see how that money is distributed.

11. Can I donate the money I earn back to the school?

Sure. When you enroll, you may choose to donate all of your proceeds back to the school or you may choose to apply all of your proceeds to another family. Again, Under Enroll, say "No" to "Apply my Earnings to Tuition Credit?" On the next line select "School Operating Expenses. Please read #4 above on how that money is distributed.

12. Who runs the Scrip program at St. James Cathedral School?

The St. James Scrip program is a fundraiser operated by volunteers through our Parent Panther Association. The Scrip Team processes orders in the PPA Office located in school gym/Assembly Hall.

Please Note. Due to diocesan and IRS policies, the school staff and administration cannot be active in the day to day administration of this program. Therefore, all questions and concerns regarding scrip must be handled through the Parent Panther Association and the Scrip Chairs.