

St. James Cathedral School

Scrip Program Policies

1. All orders must be filled out completely through www.shopwithscrip.com. An Order Confirmation must be printed out and accompanied by a form of payment (with the exception of Presto Pay Customers).
2. Forms of payment for Scrip are check or cash. Checks should be made payable to: St. James School (memo line – Scrip). “Presto Pay” is Great Lakes Scrip Center’s checking account debit program that can be setup and used online for scrip payment.
3. If your check is returned due to non-sufficient funds (NSF), you will be assessed a \$40.00 fee and you will be asked to pay for your gift cards with cash, money order or cashier’s check for the rest of the school year.
4. Scrip Program and gift cards are non-refundable.
In the event a Scrip card/gift certificate fails at the time of purchase, it is your responsibility to first contact the vendor’s customer service and second contact St. James Scrip Team, in the event that the problem is not resolved through the vendor. **DO NOT THROW THE CARD/CERTIFICATE AWAY.**
5. All orders are subject to availability.
6. Large orders may require advance notice.
7. Merchant availability and percentages can change at any time without notice. Shopwithscrip.com will apply the rebate percentage to your account at the time your order is processed.
8. It is your responsibility to verify your order. The St. James Scrip Program assumes no responsibility for improperly placed orders.
9. The St. James Scrip Program will not be held responsible for lost, stolen or misplaced certificates/cards.
10. The WAIVER OF RESPONSIBILITY form **MUST** be completed before gift cards/certificates will be released to anyone other than those listed on your Enrollment Form.
11. Retailer “usage guidelines” for all Scrip certificates/cards can be found online at www.shopwithscrip.com (i.e. retailer restrictions).
12. ORDER PAYMENTS (unless Presto Pay) must be turned in Tuesday **by 8:00 am** either at the Front Office at your convenience or at the Parent Panther Association (PPA) Office in the Assembly Hall/Gym between 7:30 and 8:00 a.m. (Your child may drop off payment).
13. ALL ORDERS WILL BE AVAILABLE FOR PICK-UP on FRIDAY morning (of week order is submitted, unless otherwise notified) in the PPA Office from 7:30 – 8:00 am. If you miss that pick up, you may pick up your Scrip at the Front Office at your convenience. (Sorry, only ADULTS may pickup purchased program gift cards/certificates).
14. St. James Scrip Program order and pick-up schedules are subject to change based on the school calendar. See the Monday Memo for any updates/changes. St. James Scrip Team will e-mail schedule changes to those enrolled in this program.
15. Orders are not guaranteed to be filled on any certain day. We are dependent upon our supplier, their stock and delivery process.
16. 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.
17. Your Scrip Tuition Account accumulates over the school year (late May – late May). The specific date will be sent via email to enrolled Scrip users. Any orders including Shop With Scrip Orders, Reloads or ScripNow made after the end of school May cutoff date will be applied to the following Scrip Year. At the end of our current Scrip year, the balance in your Scrip account will be applied to your tuition 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

St. James Scrip Office Contact Information

scrip@stjcs.com | 407-841-4432 ext. 119

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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 transfer your earnings directly to the school for those programs in your name. In addition, we can transfer your Scrip earnings to another catholic school within the Catholic Diocese of Orlando, including Bishop Moore Catholic High School.

18. Tuition credit holds no cash value and can only be applied to a tuition account within the Catholic Diocese of Orlando.

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