

TUITION REDUCTION INCENTIVE PROGRAM POLICIES

1. T.R.I.P. credits have no cash value, refunds will not be issued for unused credits.
2. Gift certificates are just like cash. N.A.C.E. is not responsible for lost or misplaced certificates.
3. The credits earned by each participating family will be held by N.A.C.E./S.C.H.S. and credited to individual tuition accounts one time per year (May). A statement of purchases and percentages earned will be sent out to each family in May of each school year.
4. Parents, Grandparents, and friends planning for the future education of their young children at either John Knox or Covenant can also earn tuition credits. The monies earned will be held by N.A.C.E. and will be credited as a tuition payment when their child is enrolled in school. "Future families" who do not participate in T.R.I.P. for two years will be considered inactive and contacted as to their intentions.
5. T.R.I.P. is being offered to promote the education of students at John Knox, Covenant and S.C.H.S. Therefore, all credits earned will be paid for tuition reduction for grades JK-8 (N.A.C.E.) and 9 - 12 (S.C.H.S.). If a family's child(ren) no longer attend for whatever reason, and if written notice is received within 60 days of the time the children leave, the monies held can be:
 - a. Credited to the family's outstanding tuition balance
 - b. Credited to another family's tuition (can be done anonymously)
 - c. Credited to the Bursary Fund
 - d. Transferred to an O.A.C.S. school which the child will attend
6. When tuition credits earned are to be credited anonymously to another family's tuition, the T.R.I.P. coordinator will contact the designated recipient to see if they are prepared to accept an anonymous credit. When the registration form indicates that the donation is not anonymous, the coordinator will contact the donor to ensure that they have informed the recipient of their intentions.
7. Purchases can be made through the order system at any school office. All cheques must be made payable to **N.A.C.E. - Vouchers**. Orders are due **Tuesday by 9:00 A.M.** Any errors in ordering certificates are the responsibility of the purchaser. The T.R.I.P. coordinator reserves the right to change any incorrect orders or to issue a credit slip. Filled orders will be available for pick up (or sent home as per the order's instructions) by Thursday. Participants are urged to count certificates when received. If a mistake of any kind is found, the T.R.I.P. coordinator must be notified within 2 days.
8. Standing orders and pre-orders are welcome. Simply send in forms with your post dated cheques and orders will be processed accordingly.
9. At times certain vouchers may be on back order. If this happens your cheque will not be cashed until the following week when your order is completed.
10. NSF policy: After two NSF cheques have been tendered to your T.R.I.P. account, only cash or certified cheques will be accepted on your account. No vouchers would be made available until the NSF cheque is reconciled. In addition, any NSF cheques that are credited to your T.R.I.P. account from third parties, will also be your responsibility if unresolved.
11. A registration form must be completed to enroll and the disclaimer section signed before certificates will be released to your child (or designated person). Signature in the disclaimer section indicates the understanding that N.A.C.E./S.C.H.S. is not responsible for lost or misplaced certificates. The registration forms will be kept on file by the coordinator. Should a family wish to register midway through the year, they are to contact the coordinator for a registration form.
12. It is the responsibility of participants to advise the coordinator of any address and/or phone number changes.
13. Percentages from retailers vary (average about 5%), and are subject to change without notice.