

CCA Tuition Reduction Incentive Program (TRIP) Policies

The Tuition Reduction Incentive Program (TRIP) is being offered through Community Christian Academy Development office. The TRIP program is an effort to reduce tuition cost to participating families.

Participants pre-order and pre-pay for certificates that are sold at face value. The Development office then takes the pre-orders and purchases quantities of certificates from participating restaurants, food, and retail stores who choose to offer these certificates at a discount to non-profit organizations. These discounts are given by the participating stores and are then passed on to CCA.

TRIP savings will be credited at the beginning of April each year to designated accounts. All savings will be printed on your receipt on a weekly basis each time you receive your order. Funds accumulated by participants who do not re-enroll or complete a school year will be credited to the Scholarship fund unless assigned to an enrolled student.

Exception: Seniors may apply their TRIP earnings to the planned trip cost* of their year-end class trip. Funds may be used for the senior and his or her parent if attending as a chaperone. Funds earned in excess of the planned trip cost will be credited to the Scholarship fund.

Under no circumstances are TRIP earnings refunded directly to families.

* Planned trip cost -- the tour package amount determined by the administration of the high school in conjunction with the tour company for the year-end class trip. (Does not include meals not included in tour package or spending money, etc.)

The program will begin with the stores listed on the order form. Other local merchants will be added only if there is a demand from a large group of participants and if the certificates can be obtained easily on a regular basis. The TRIP Committee will not promote the addition of local merchants. Each store lists the percentage of savings they provide. The percentages listed (less 1%) are the actual savings you will receive when your account is credited. The one (1%) percent from each order covers operational expenses (i.e. shipping). Anything above the operational expenses will be credited to the **Scholarship Fund**.

NOTE: CCA is not telling you where to shop or that you must participate in the TRIP program. **Participation is strictly voluntary.** A registration form must be filled out in order to participate; an order form cannot be submitted at the same time as your registration form. **Registration must be done at least one week**

before your first order is submitted. You will be given an account number after you order. This number will be your reference for all transactions and inquiries.

TRIP will run weekly during the school year, except for normally scheduled school vacations. Summer months will run on an abbreviated schedule, which will be posted at the order drop-off and pick-up. Orders will be placed immediately. No late orders will be received for any reason. In case of snow days, we will order on the next school day. All orders must be accompanied by a check or money order. **NO CASH WILL BE ACCEPTED WITH ORDERS. Please make checks payable to "CCA TRIP" for the amount of purchase only.** The TRIP non-sufficient fund ("NSF") policy will be to allow no more than one NSF check per participant per year. Upon receiving the second NSF check, participation will be allowed only through the use of money orders. Any NSF charges or expenses will be passed on to the participant.

Orders not picked up will be locked up at the close of the pick up day. Children in grades K through 8th will NOT be allowed to pick up orders. Children in grades 9 through 12 will be allowed to pick up orders only if authorized by the parent on the registration form. **You must count your certificates upon receipt. A signature will be required signifying that the certificates have been counted and agree with your order.**

SPECIAL NOTE: Please do not post-date checks when ordering. Checks will be deposited immediately upon receipt.

TRIP "Tip": Family members and/or close friends may help you reduce tuition by participating in TRIP and directing their savings to your account. They may order on your account (you include their order on yours and write one check) or set up their own account. Anyone may choose to direct their savings to one or more of the following accounts: Tuition (current or future), Another's Tuition (current or future), or the Scholarship Fund.

Certificates can be used as cash at the participating stores. Some certificates may have an expiration date. Please take note of expiration dates or special policies regarding change at the time of purchase. CCA will not be responsible for expired or lost certificates. Please be considerate of cashiers while purchasing and please do not jeopardize the reputation of our school and the TRIP program. Merchants participate on a voluntary basis to support non-profit groups.

Together we can make this program successful! By participating you benefit from savings on purchases that you would normally make. Our prayer is that TRIP will be one aspect of an overall stewardship plan for all who support CCA.