

OUR LADY OF GRACE SCHOOL

2009– 2010

Tuition Reduction Incentive Program

The Tuition Reduction Incentive Program (**T.R.I.P.**) will start the week of September 14th. Your first **T.R.I.P.** order will be processed Monday, September 14th and your order will be ready for pickup on Friday, September 18th.

A list of order dates through December will appear in the first parent newsletter. If an order is sent in during a week when we are NOT ordering, it will remain in the **T.R.I.P.** mailbox unless you come into the office to retrieve it.

An order form and a registration/disclaimer form are included in this packet. Please complete and sign the registration/disclaimer form and turn it in with your first order.

Detailed **T.R.I.P.** information is attached.

HERE'S HOW IT WORKS.

The Home and School Association purchases store gift cards at a discount. Home and School then sells these certificates at full value to each participating family. The profit is credited to your individual tuition reduction account.

A \$10.00 certificate sells for \$10.00 and is worth \$10.00 at the store. There are no hidden or extra costs.

At this time a .03% shipping fee will be deducted from each earned credit to cover shipping
The shipping of the gift cards

WHEN DOES T.R.I.P. RUN?

T.R.I.P. orders are placed on Mondays and certificates are distributed on Fridays..
T.R.I.P. will not run during holiday weeks and during the summer months.

WHAT TYPE OF GIFT CERTIFICATES ARE AVAILABLE?

There are many stores in **T.R.I.P.** Each store issues its own gift card. The expiration dates vary from 6 months to 2 years or longer. See “mannaexpress.net” for gift card guidelines and expiration information.

WHAT STORES ARE IN THE PROGRAM?

Local grocery stores (Ultra Foods, Dominicks, Strack & Van Til, Town & Country, Van Til, and Jewel), major retailers (Wal-Mart / Sam's Club Borders, Home Depot, Office Max, Menards, J.C. Penney, and Sears), restaurants (Applebee's, Kentucky Fried Chicken, Wendy's, Olive Garden, Joe's Crabshack, Cracker Barrel, Burger King and Red Lobster) as well as Speedway Gas, and Hallmark.

For a complete listing of vendors, access the Manna web site at “mannaexpress.net”.

HOW CAN I JOIN T.R.I.P.?

Simply fill out the **T.R.I.P.** registration/disclaimer form and return it to the school. We will contact you with your on line sign on information and you are ready to order!

HOW IS TUITION CREDIT APPLIED TO YOUR ACCOUNT?

As credit accrues in your **T.R.I.P.** account it will be distributed on a regular basis to the designated tuition account or the OLG Student Endowment Fund.

HOW THE T.R.I.P. CREDIT IS APPLIED TO YOUR TUITION.

If you currently follow the monthly tuition payment plan, T.R.I.P. credits earned between now and December 2009 will be deducted from your January 2010 tuition payment.

T.R.I.P. credits earned from January 2010 through March 2010 will be deducted from your April 2010 tuition payment. Any amount in excess of your April 2010 tuition as well as credits earned through the end of the school year will be credited to the August 2010 tuition payment.

If you follow the annual tuition payment plan, T.R.I.P. credits earned during the 2009-2010 school year will be applied to your August 2010 tuition payment.

T.R.I.P. SPONSOR.

The Our Lady of Grace Home School Association sponsors this program. If you have any questions, or if you would like to help out in any way, please contact any of the following **T.R.I.P.** committee members:

Eunice Sleweon (219) 477-2674
Aynnayka Davis (219) 614-2307
Tracey Clark (219) 838-7866

T.R.I.P. CREDIT NOTES.

1. Due to the overwhelming bookwork involved, credits will not be applied at anytime other than those specified above.
1. Cash **CANNOT** be refunded at anytime.
1. If you leave Our Lady of Grace School, your **T.R.I.P.** credit will be deposited in the OLG Student Endowment Fund. **NO ECEPTIONS.**
1. Your **T.R.I.P.** credit **CANNOT** be transferred to any other family once your account is established at the beginning of the school year. The only exception is for families whose only student is an eighth grader. These families may change their account designation upon paying their April tuition.

5. A fee of \$30.00 will be charged for each N.S.F. check.

REGISTRATION / DISCLAIMER FORM INFORMATION.

1. Please return the REGISTRATION / DISCLAIMER form with your first order. The DISCLAIMER statement **MUST BE SIGNED before** certificates can be sent home with your child (if so chosen by you). If the DISCLAIMER statement has not been signed or you have not indicated how to distribute the gift cards, the gift cards will be held in the school office for pick-up.
1. **KEEP IN MIND, GIFT CARDS ARE THE SAME AS CASH AND CANNOT BE REPLACED.**
1. REGISTRATION / DISCLAIMER forms must be on file for all families.
1. The REGISTRATION / DISCLAIMER form will be valid for the current school year only.
1. New REGISTRATION / DISCLAIMER forms will be distributed at the beginning of every school year.
1. You may register and begin ordering at any time during the year.

HOW TO PLACE A T.R.I.P. ORDER.

1. Make sure that a **COMPLETED** REGISTRATION / DISCLAIMER form is returned with your first order. **YOU MUST BE REGISTERED TO PLACE AN ORDER. A signed DISCLAIMER statement must be on file to place an order.** You may register and begin ordering at any time during the year.
1. Place your order on line at "mannaorders.net". Once the order is entered and submitted on the website, send the order copy and check made payable to **"OLG TRIP Program"**. **DO NOT SEND CASH.**
1. If placing a manual order, send order form and check made payable to "OLG TRIP Program" Enclose the check and order in an envelope marked **"OLG TRIP Program"**. Return the envelope with your child by 8 AM on Mondays. Sorry, late orders can not be accepted.
1. Gift cards may either be sent home with your child or held for pick-up in the school office. If you choose to have the gift cards sent home with your child, you must indicate this on the top of the order form each week. **If you fail to indicate how to return your certificates, your certificates will be held for pickup in the school office. PLEASE NOTE THAT THIS WILL BE FOLLOWED SO DON'T FORGET TO CIRCLE EITHER "SEND HOME" OR "OFFICE PICK-UP" ON EACH ORDER EACH WEEK.**
1. You must sign the disclaimer statement that was part of the registration form. This disclaimer will be valid for this school year only. All families must have a **DISCLAIMER** on file. If a disclaimer is not received, you may not participate in the **T.R.I.P.** Program.

OUR LADY OF GRACE SCHOOL
Tuition Reduction Incentive Program
2009 - 2010 Registration / Disclaimer Form

Family Information

Fathers Name: _____
Last First

Mothers Name: _____
Last (if different) First

Home Address: _____
Street City, State Zip Code

Home Phone: () - _____ **Work Phone:** () - _____

Children's Names: _____
Last (if different) First Grade

Last (if different) First Grade

Last (if different) First Grade

Last (if different) First Grade

Last (if different) First Grade

Account Information

Direct credits to: **My family tuition account**

The family tuition account of: _____
Last First

The OLG Student Endowment Fund.

Disclaimer

I HAVE READ, UNDERSTAND AND WILL ABIDE BY THE GENERAL POLICIES, RULES AND PROCEDURES OF THE TUITION REDUCTION INCENTIVE PROGRAM (T.R.I.P.) AND ANY AMENDMENTS MADE THERETO. I HEREBY RELEASE AND HOLD HARMLESS OUR LADY OF GRACE SCHOOL, OUR LADY OF GRACE PARISH, OUR LADY OF GRACE SCHOOL ADVISORY BOARD, OUR LADY OF GRACE HOME AND SCHOOL ASSOCIATION AND T.R.I.P. FROM ANY AND ALL RESPONSIBILITY OR LIABILITY FOR ANY LOST OR MISPLACED CERTIFICATES RELEASED TO ME OR MY CHILD, AND FOR ANY CHANGES AND AMENDMENTS TO T.R.I.P. INCLUDING BUT NOT LIMITED TO ANY AND ALL ALLEGED DAMAGE OR INJURY RESULTING FROM RETAIL STORES DROPPING OUT OF T.R.I.P.

Parent Signature Date

