

ST. ROBERT SCHOOL SCRIP PROGRAM **GENERAL INFORMATION SHEET**

Welcome to the St. Robert School SCRIP Program.

The Easiest Way To Earn Tuition Credits for a Current Student, Future Student, or a Powers Student!!

SCRIP ORDERS

SCRIP Certificates may be ordered on a weekly basis. All orders will be placed online from your home computer. If you participated last year you need not re-register on “ShopWithScrip” online. You do, however, need to complete a new enrollment for St. Robert School and submit it prior to, or with your first order. If you are new, simply log on to www.shopwithscrip.com to register as a new member. When you are prompted for the “Enrollment Code”, enter the St. Robert code: FDE9BF393L29. You may then place your SCRIP orders online. Please see the “Getting Started At ShopWithScrip” document on the St. Robert website for more detailed information.

Once you have “finished” your order, **print out your order confirmation and send it with your payment** in the clear vinyl envelope (issued to you with your first order) to the **Parish Office**. Your order confirmation and payment may be dropped off Monday through Sunday (orders may be dropped through the drop box slot after hours) in the Parish Office. Once the SCRIP Coordinator has received your order confirmation and payment it will be combined with other St. Robert SCRIP orders and released to Great Lakes SCRIP Center for processing. Orders will be released to the Great Lakes SCRIP Center every Monday at 9:00 a.m.

Please note that an order submitted before 9:00 a.m. Monday will be ready to be picked up after 12:00 Noon on Friday of that same week. Orders turned in after 9:00 a.m. on Monday will be delivered on the Friday of the following week.

Enrolled families may pick up certificates after 12:00 Noon on Fridays in the Parish Office. Students may pick up their family’s SCRIP order at the School Office. They will be required to sign for their certificates when they pick them up.

Your delivered order will include your merchant certificates and your original order confirmation.

Your first SCRIP order will be delivered in a reusable vinyl envelope with your name on it. Please use this envelope for placing future orders. **If you loose your envelope, you will be charged \$5.00 for a new one.**

METHOD OF PAYMENT

Payment must accompany your order. Please make checks payable to **ST. Robert SCRIP**. Do not send cash! We will not accept third party checks. There is a \$35.00 penalty fee for “insufficient fund” checks.

COST OF SCRIP CERTIFICATES

SCRIP Certificates are purchased at face value.

For example: A \$25.00 American Eagle certificate would cost you \$25.00 and is fully redeemable at all American Eagle stores for that amount.

Once SCRIP Certificates are purchased they may **not** be returned to St. Robert’s for a refund.

TUITION PAYMENT CREDITS

The first 1% of the profit you earn through the purchase of SCRIP certificates will be used to fund the St. Robert School Operating / General Fund. The remaining percent of the profit will be credited towards your student's tuition at St. Robert's or Powers.

For Example: Bennigan's certificates have a 13% profit returned to the school. Accordingly, you would earn 12% of that profit towards your student's tuition. Therefore, a purchase of \$100 worth of Bennigan's certificates would earn you a \$12.00 tuition credit.

Participating individuals or families that do not have students at St. Robert's or Powers may donate their earnings to other student's tuition accounts. Or, they may donate their earnings directly to St. Robert School or Powers High School.

Parents with children who are future St. Robert students may establish pre-enrollment accounts. Tuition credits in these accounts will accumulate until the future student is enrolled. The credits will then be applied towards the new student's tuition at that time. Tuition credits may be used for current Powers students in **any grade**, there are no pre-enrollment accounts for Powers students.

Earnings may not be redeemed for cash. Earnings not designated for a current or future student will be donated to the St. Robert School Operating / General Fund.

WHEN TUITION CREDITS ARE GIVEN

SCRIP shuts down for vacation in April each year. Therefore, our SCRIP year runs from mid-April through March. Tuition credits will be awarded in May for the previous years earnings and be applied toward your student's tuition for the upcoming school year. Accounts for Future Students will continue to earn tuition credits until the student becomes enrolled at St. Robert's. ShopWithScrip.com has several reports available that you can run any time to check the amount of your tuition credit.

SCRIP PROGRAM ENROLLMENT KITS

Enrollment Kits for the St. Robert SCRIP Program may be found on the St. Robert School website at www.strobertschool.com. Each kit includes a General Information Sheet, a Family Enrollment Form, and a "Getting Started With ShopWithScrip" document. **The Enrollment Form MUST be turned in with your first order. A new enrollment form is required each year.**

SCRIP PROGRAM UPDATES

The number of participating merchants in the SCRIP Program is constantly changing. Also, the "percentage of profit" offered by each merchant is subject to change. On occasion, merchants will have special promotions and increase their "profit percentage" for a short period of time. Using ShopWithScrip.com keeps you up to date with the latest merchants, profit percentages, and certificate values.

Any change in the status of a merchant's participation or profit percentage will not alter previously earned tuition credits.

ShopWithScrip.com also allows you to review your past orders and export them in excel for your own tracking purposes.