



St. Bernadette Scrip Program Rules & Guidelines

Effective August 20, 2017

General

- The **St. Bernadette Home & School Association (SBHS)** manages the Scrip program.
- Scrip is being offered to enhance the education of students at St. Bernadette School. Therefore, **50% of each family's rebates are retained by SBHS for use in the general budget.** The remainder of the rebates are credited back to the family. The family may choose to receive the money as tuition credit for any of the local Catholic schools, donate the money toward another family's St. Bernadette tuition, donate the money to SBHS or receive the money as a cash rebate.
- For staff and teachers, 50% of the rebate must be applied directly to the school either as a donation to SBHS or toward classroom purchases. The other 50% of the rebate may be received as family tuition credit, as a donation to SBHS, or as a cash rebate.

Fiscal Year and Rebates

- The St. Bernadette Scrip Program **fiscal year** runs from July 1 through June 30 to coincide with St. Bernadette Parish fiscal year.
- **The family rebate year runs from April 1 through March 31.** In May, summaries of family rebates will be provided and rebates distributed according to the allocations selected on the Scrip Program Agreement. Discrepancies must be brought to our attention within 14 days of the statement date.
- **Rebate distribution will only be deferred for future families.**
- A Scrip Program Agreement must be on file to receive rebates. It is the family's responsibility to notify the Scrip Program of any changes in allocation prior to the distribution of rebates.
- Cash rebates will only be distributed once a threshold of \$5.00 has been met. Rebates less than \$5.00 will be distributed in the form of tuition credit.

Payment

- Orders will not be processed until payment is received. Checks, made payable to **SBHS Scrip** (St. Bernadette Home & School Scrip), or cash are accepted. Credit and debit cards are not accepted. For orders placed through www.shopwithscrip.com, either check, cash or Presto Pay (electronic bank transfer) is accepted.
- If your check is returned for **non-sufficient funds (NSF)**, you will be charged all related bank charges payable in cash to SBHS. After two NSF checks are tendered, your Scrip purchasing privileges will be limited to cash only.
- Scrip purchases are **not tax deductible** since you receive dollar for dollar value for your purchases.

Orders

- Orders may be submitted on paper forms or placed online at www.shopwithscrip.com any day of the week.
- **Orders will be processed only on Tuesdays and Thursdays. Orders received after 9:00am on Tuesday will be processed the following week.**
- Purchases of at least **\$50 per week earns 1 Out of Uniform Pass (OUP) for each student in a family.**
- The **Scrip Program Agreement** must be signed prior to Scrip cards being released.
- **Scrip is the same as cash** and should be handled accordingly. Neither SBHS nor St. Bernadette School or Parish will be responsible for lost, stolen, or misplaced certificates following purchase. All sales are final.
- When you receive your Scrip gift cards or certificates, please **verify for accuracy.** For pick up in the school office, your signature on the weekly order pick up list indicates that you have received your order in its entirety. If you should find a discrepancy in your order, please contact a Scrip Coordinator within 2 days.

Thank you for participating in our St. Bernadette Home & School Association Scrip Program. We look forward to working with you and helping you accumulate rebates. If you have any questions, please do not hesitate to contact your Scrip Coordinators.