

# Christian Fellowship Academy

## SCRIP Program Guidelines

### **Tuition Credit**

Participating families will receive 60% of the percentages the vendors offer and CFA will receive 40% less expenses. The time frame is one year, from June 1 thru May 31. Tuition credits are applied to the following school year. If a child does not return to CFA, the SCRIP participating parent may write a letter designating the family they wish to receive the earned tuition credit. The letter must be given to the Financial Secretary by the scheduled Usage Fee due date.

### **Teacher Classroom Credit**

Teachers who participate in the Scrip program can purchase Scrip cards at a discounted price up front for an initial savings off the face value of the card. The remainder of the vendor's discount is accrued in the teacher's "classroom fund" (for classroom purchases) and funds accumulated will be distributed in December, March and June. This fund is solely for CFA classroom use; is non-refundable and non-transferable.

### **Payment**

Personal checks or cash for the full amount of the SCRIP order are the only forms of payment accepted for SCRIP purchases. Checks are to be made payable to "CFA SCRIP." Place the family name receiving credit in the memo portion of the check.

### **Order Forms**

Only one order form is required for both "In-Stock" items (front of the order form) and "Special Order" items (back of the form). Order forms are available to download from the CFA Web site [www.cfcfa.org](http://www.cfcfa.org) and they are also available in the church foyer.

### **SCRIP Sales**

"In-Stock" SCRIP is sold during school on Monday and Friday from 11:30 a.m. – 12:00 p.m. in the foyer. Families may also send in an order with their child in an interdepartmental mail envelope. Orders are filled Monday, Wednesday, and Friday. SCRIP is based on availability. On rare occasions some SCRIP cards may be on back order. The SCRIP sellers will fill and place processed orders in the school office or will send the orders home with the designated child. Please select from the appropriate delivery options located at the bottom of the form.

The school is not responsible for filled orders that are given to your child. Also, once a gift card is purchased from the SCRIP program, it cannot be returned. If there are balance discrepancies on a gift card, please call the number on the back to get a transaction history. If the problem is still not resolved, please contact the Financial Secretary.

"Special Order" SCRIP forms are due at the school by 10:00 a.m. on Monday and will be available by Friday of the same week provided that it is a five day school week without any school holidays. If there are not five days of school in any week, the orders will be placed on the following Monday containing a five day school week.

### **Additional Information**

Currently Lowes in Greensburg, Pennsylvania and the Kohl's department stores will accept SCRIP gift cards as payment towards credit card accounts. These gift cards must be purchased through the school's SCRIP program and the gift cards must be taken to stores to be processed as payment on the credit accounts.

Shoppers can also use Giant Eagle and Shop 'n Save gift cards to purchase other vendor's gift cards at the corresponding store. Fuel perks are currently awarded on gift cards purchased using either Giant Eagle or Shop 'n Save SCRIP cards.