

ShopWithScrip Program – Frequently Asked Questions

What is the ShopWithScrip Program?

The Scrip Program is a program that offers you the opportunity to earn a tuition credit and help raise money for the school simply by purchasing certificates from major retailers with whom you already shop. As a not-for-profit organization, the school is able to purchase the certificates at a discount. You purchase the certificates at face value and use them just like cash at various grocery stores, retailers, gas stations, and restaurants. For each certificate that you purchase, you receive a percentage back in the form of an annual tuition credit.

What types of certificates are available through the ShopWithScrip Program?

The Scrip Program includes a wide variety of retailers including gas stations, grocery stores, lodging and travel providers, restaurants, department and clothing stores, and several service providers. The participating retailers sell certificates at a discount to a company that the school buys them from. Certificates are also known as, cash cards, gift cards, gift certificates, etc; for the purpose of our program we will use the general term “certificates”. For a complete listing of all retailers offering certificates through the Scrip Program, please refer to the Retailers Details List provided to you when you enrolled. Please be aware that the Retailers Detail List will change periodically as retailers are added to or removed from the Scrip Program. For the most recent Retailers Detail List, refer to the school’s website at www.msnh.org.

Where do the SCRIP certificates come from?

The certificates you receive are the same certificates you would buy if you went to the participating retailer and purchased them yourself. The school purchases these certificates through a distributor: Great Lakes Scrip.

How is my tuition credit calculated?

Each retailer offers a different discount on the certificates provided through the Scrip Program. Your tuition credit is equal to 50% of the discount amount received from the retailer. For example, assume that you purchase \$200 worth of gift certificates from a vendor offering a 10% discount. You will receive \$10 back in tuition credit for this purchase (e.g. 50% of \$200 x 10%).

When will I receive my tuition credit?

Each year, beginning with orders placed March 1 and continuing through orders placed on or before February 28, 50% of your total orders will be accumulated and can be applied toward your April or May tuition payment. Orders placed after March 1 will accumulate credit for the following school year.

How will I know how much tuition credit I have earned?

You will receive a statement before March 31 that will detail your accumulated credit. A tuition voucher will be sent along with the statement. You can apply your tuition voucher to your April or May tuition payment. When you pay your tuition, submit your tuition voucher and any balance due for tuition for the month to the office. Partial payments will not be accepted without an accompanying tuition voucher. All vouchers must be used by May 15 or the tuition voucher will be voided. Tuition Reduction Statements will not be issued if the profit earned from your SCRIP purchases is less than \$20.00.

What if my child will not be returning to the school next year?

If your child is not returning to the school next year, you may select another family at the school to receive any tuition discount earned after March 1. Additionally, you may donate your tuition discount to the school. Any amount donated to the school will be applied towards the annual fundraising account to be used for improvements to the school.

Do I have to order every week? How often can I order?

There are no minimum requirements for ordering. You can order as frequently or infrequently as you wish. Orders are generally taken every two weeks, though additional orders may be taken during the holidays to meet increased demand. Orders continue to be taken over the summer months as well.

Is there a minimum amount of certificates and/or cards that I have to order?

There is no minimum order amount. You can order as few or as many certificates as you would like.

How do I place an order?

Families are encouraged to place their orders online at ShopWithScrip.com. The school code for registration is L573BF857773. Placing your orders online ensures that they are received and placed in a timely fashion and guarantees the accuracy of your order. Payment must still be submitted in person at the school. Order Forms are also available in the lobbies of both Lotus Montessori and the Montessori School of North Hoffman. You will also find the most recent version of the SCRIP Order Form at the school’s website (www.msnh.org). Forms are updated regularly as new retailers are added or no longer participate. Both offices have a box where orders and payments are collected.

When are orders due?

Order due dates are posted at each school. Orders must be received no later than 5:00 p.m. on the posted order date. Orders received after 5:00 p.m. will be processed with the next bi-weekly order.

Is there a fee to participate in the ShopWithScrip Program?

There is no fee to participate in the Scrip Program. You only pay the face value of the certificates that you purchase. There are no shipping or handling fees. We do, however, ask that you complete an enrollment form when you begin ordering. The enrollment form enables you to receive email updates and ensures that you receive an information packet that includes a Retailers Details List.

Can I pay my ShopWithScrip order with a credit card?

Credit card payments are not accepted. You can pay by cash or check, though a check is the preferred method of payment for safety and traceability. A \$25 fee will be charged for any NSF check returned to the school. If two NSF checks are tendered on your account, orders will no longer be accepted unless paid by money order. All checks should be made payable to the Montessori School of North Hoffman or MSNH.

Will my order be sent home with my child?

Orders will *not* be sent home with your child. Orders must be picked up from the school's office.

Can friends and family members order Scrip from the school as well? Can I receive an additional tuition discount for their purchases?

We encourage you to get family and friends involved to help you earn a larger tuition credit. However, we do ask that you submit all orders for your family and friends under one consolidated order to simplify tracking and ensure that you receive credit for these orders. Multiple checks will be accepted from friends and family.

The listing of vendors that I received with my SCRIP information packet includes retailers that are not on the school's order form; am I able to purchase certificates not listed on the order form?

For the sake of simplicity, the order form may not include every retailer for which certificates are available. However, you may purchase any certificate listed on the Retailers Detail List provided to you when you enrolled. To purchase certificates not listed on the order form, hand write the additions on the bottom of your order form or submit them on an additional page. Be sure to include the retailer, the dollar value of the certificate, the order quantity, and the total. Please be aware that the Retailers Detail List will change periodically as retailers are added to or removed from the Scrip Program. For the most recent Retailers Detail List, refer to the school's website at www.msnh.org.

Can I use the SCRIP certificates anywhere?

Yes, the certificates are accepted at all participating retailer locations. Most certificates have a web address and/or phone number on the back where a list of retail locations can be obtained.

Can I use SCRIP to pay department store charge account balances?

A few retailers allow you to pay charge account balances with your certificates, but most do not. For specific information on which retailers do and do not accept certificates for charge account balances, refer to the usage guidelines on the Retailers Detail List provided to you when you enrolled. For the most recent Retailers Detail List, refer to the school's website at www.msnh.org.

Do the certificates and/or cards expire?

Most certificates have an expiration date printed on them. Usually, the expiration date is about one year from the date of purchase. Some companies may apply a dormancy fee instead. A dormancy fee is a flat fee (generally around \$2) deducted each month from the certificate balance beginning one year after the date of purchase. For specific information on expiration dates and dormancy fees for a particular retailer, refer to the usage guidelines on the Retailers Detail List. Please be aware that the school is not responsible for certificates held beyond the expiration date.

What do I do if I have a problem with a gift certificate that I receive?

Problems are rare and are generally related to the inability to automatically scan a card. Typically, the retailer can manually key in the card number to apply your credit. If you should experience any problem with a certificate and/or card you receive, contact the toll-free number printed on the back of the card. The retailer will be able to provide a complete history of the card and resolve any issues that you might have. Although the schools SCRIP Coordinator cannot activate cards, you may contact them through your school for help.

If I decide I do not want a certificate that I purchased, can I return it?

Unfortunately, the school cannot accept returns. If you decide you do not wish to use the certificate yourself, consider giving the certificate as a gift or donating it to a worthy cause.

What do I do if I have any questions about the ShopWithScrip program or about an order?

If you have additional questions, contact the SCRIP Program coordinator by leaving a note at your school's office with your questions as well as contact information for follow up.