

ShopWithScrip Program Policies and Guidelines

- 1) *The SCRIP year runs from March 1 through February 28 of each school year. You will receive a statement of your totals for each SCRIP year before the end of March.*
- 2) *All certificate orders must be accompanied by a check or money order made payable to MSNH or Montessori School of North Hoffman. Please do not send cash. Scrip certificate payments are not tax deductible because you receive dollar for dollar value.*
- 3) *If your check is returned because of non-sufficient funds (NSF), you will be charged a \$25 fee payable to MSNH. After two NSF checks are tendered on your account, your scrip ordering privileges will be limited to money order only.*
- 4) *Families are encouraged to use ShopWithScrip.com to place their orders online. 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.*
- 5) *Tracking of SCRIP Orders. The SCRIP Coordinator will track all SCRIP certificate orders. MSNH/Lotus Montessori School will retain 50% of the profit earned from your purchases, and you will receive the other 50% earned from your purchases in the form of a Tuition Reduction.*
- 6) *Tuition Reduction vouchers will be provided to you by March 31. Vouchers will not be issued if the amount earned from your purchases is under \$20.00.*
- 7) *Vouchers must be submitted for Tuition Reduction before May 15. Statements must be attached to your April and /or May tuition check(s) in order for tuition reduction to be valid.*
- 8) *Scrip certificates are purchased on your behalf, and are not returnable.*
- 9) *When you pickup your scrip certificates, open your order and verify its accuracy. In the unlikely event you should find a discrepancy in your scrip order, please contact the MSNH SCRIP Program Coordinator within 24 hours by leaving a message with the School Office.*
- 10) *Scrip certificates are the same as cash, and should be handled accordingly. Montessori School of North Hoffman will not be responsible for certificates that are lost, stolen or misplaced while in your possession.*
- 11) *Scrip certificates must be picked up from your school office. Certificates will not be sent home with your child or mailed to you.*