

Holy Spirit SCRIP Policies

Holy Spirit SCRIP is offered to promote the catholic education of students at Holy Spirit School, Catholic Secondary Schools, and/or Aquinas College. It is also available for the Educational Foundation, Holy Spirit Parish General Fund and/or Holy Spirit School General Fund. Therefore, rebates earned will only be paid to these institutions and/or foundations. If your child no longer attends one of these institutions for whatever reason, the rebates held under your family account will be applied to any outstanding tuition balances beginning with Holy Spirit. Any funds left when tuition is paid in full will be forfeited, or transferred to your tuition account at another catholic school in the Diocese of Grand Rapids. All forfeitures become part of the Holy Spirit SCRIP program proceeds to be used to benefit Holy Spirit School, as voted on by members in the Holy Spirit SCRIP program.

PARTICIPANTS

- All Holy Spirit SCRIP participants using the credit for any tuition reduction are required to volunteer approximately one hour per quarter. If you do not show up at your scheduled volunteer time (or make arrangements for a replacement) two times in a one year period, you will not be eligible to order SCRIP until you make up your missed volunteer time. Participants using their credits for the Educational Foundation, Holy Spirit General Parish Fund, or Holy Spirit School General Fund are *not* required to volunteer.
- The Holy Spirit SCRIP program will run weekly during the school year, except for normally scheduled school vacations and holidays. The program schedule will vary during the summer.
- Your account number is simply your last name. Please make certain it appears on your order form each week.
- Family and friends may help you with your tuition reduction as well as your efforts to support the Educational Foundation, Holy Spirit Parish General Fund, and the Holy Spirit School General Fund. They must order certificates by combining their order with yours on your order form or they may register with the SCRIP program and submit their own order form. They need to then indicate who their credits should be applied to.

PURCHASING

- All certificate orders must be accompanied by either a check or money order made payable to Holy Spirit SCRIP. Checks, money orders or cash. These payments are non-tax deductible because participants receive a dollar for dollar value.
- Anyone writing a non-sufficient funds check (NSF) will incur a \$25.00 fee payable to Holy Spirit SCRIP. After two NSF checks are tendered on your account, your Holy Spirit SCRIP ordering privileges will be limited to money orders or cash only.
- All order forms and full payment are due by 12:00 PM on Monday. Any orders arriving after the deadline will be held for processing the next order week. You may place your order:
 - by dropping it off when you pick up your previous filled order,
 - by placing it in the Sunday collection basket with "SCRIP" on the outside of the envelope, or
 - by dropping it off in the mail slot available in the school, outside the SCRIP office on Monday by the deadline.

It is the responsibility of the SCRIP participant to get his/her order turned in on time. Please do not rely on children, teachers or the school staff to get your order to the SCRIP box on time.

DISTRIBUTION

- Filled orders will be available during SCRIP order weeks on Thursdays 3:00-3:45 PM, Fridays 8:00 - 8:45 AM, and for 15 minutes after the 5 PM and 10 AM mass.
- A friend or relative, 18 or older, may pick up your certificates, provided you note this on your order form. YOUR SCRIP ORDER WILL NOT BE DISTRIBUTED TO CHILDREN; nor will the order be released to anyone not listed as an alternate pick up on your weekly order form. The specific location for pick-up will be the SCRIP office, located in the school next to the administrative offices on Thursday and Friday or the Narthex in the back of church on Saturday or Sunday. If your order is not picked up by Sunday after 12PM mass, you can pick it up the following Monday from 11:00 AM – 3:00 PM or the next distribution day (Thursday afternoon, Friday morning, Saturday or Sunday), during the scheduled times. This policy will be strictly enforced. *You are responsible for counting your SCRIP order before leaving the SCRIP office.*

SUBSTITUTE MONEY

- THE CERTIFICATES/GIFT CARDS ARE THE SAME AS CASH. NEITHER HOLY SPIRIT SCRIP NOR ANY OF ITS VOLUNTEERS NOR HOLY SPIRIT PARISH NOR SCHOOL WILL ACCEPT RESPONSIBILITY FOR LOST OR MISPLACED CERTIFICATES.
- These certificates will be used as cash at participating stores. Some merchants do not provide change from your certificates. Therefore, you should use certificates up to the highest amount you have available without exceeding your purchase total, and pay the difference in cash. We ask that you be considerate of this when making a purchase. If we give cashiers or clerks a difficult time about wanting change, we jeopardize the program and give our school a bad reputation.

REBATES

- The rebates earned by each participating family's account will be held by the Holy Spirit SCRIP program and applied to your account or the fund you designated on your registration form; quarterly. Any discrepancies must be brought to the attention of the SCRIP committee in writing within 30 days of the statement date.
- Your quarterly rebate will appear on the tuition statement you receive from the parish office. If you pay your tuition by direct debit from your savings or checking account, you will see a separate credit on your banking statement in the month the credit is applied. If you have paid your tuition in full for the current year, your rebate will be applied toward next year's tuition. In order to use your rebate toward West Catholic/Catholic Central tuition, your Holy Spirit tuition payments must be current. If you designate your credits to be given to the Educational Foundation, Holy Spirit General Parish Fund, or the Holy Spirit School General Fund those credits will be applied quarterly. You will receive a quarterly statement to inform you of your credits earned.

SCHOOL CANCELLATION POLICY

- If school is canceled on Monday, *SCRIP will also be canceled.* If there is no school on Thursday, there will still be pickup Friday morning and after the masses on Saturday and Sunday. If there is no school on Friday we will only hold the Thursday afternoon and after the masses on Saturday and Sunday as pick-up times for that week.
- SCRIP orders may be dropped off at the parish office if you are unable to get into the school building. If building conditions prohibit placing the order (i.e. power failure) the SCRIP cancellation will appear along with the school closing information through the media.

SCRIP CHAIR-PERSON

Holli Sweedyk (616) 291-4773 (SCRIP Office on Mon.) or hsweedyk@hsparish.org
Jamie Stout (616) 706-4370

Holy Spirit SCRIP Program Participant Registration Form

New scrip system – Envelope number no longer needed

Family Last Name _____ First Name(s) _____

Address _____

City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

The H.S. SCRIP program is completely staffed by volunteers. All participating families are expected to donate approximately one hour per quarter to make this program work for all of the participants. Please check the area(s) you would prefer to work. ***If your rebates are going to Holy Spirit Parish General Fund, Holy Spirit School General Fund or the Educational Foundation you are not required to volunteer.***

_____ Distribute Orders – Thursday 3:00 to 3:45PM

_____ Distribute Orders – Friday 8:00 to 8:45AM

_____ Distribute Orders - Saturday for 15 Min. after 5PM Mass

_____ Distribute Orders – Sunday for 15 Min. after 10AM Mass

Please indicate where you would like your quarterly rebates to be applied. Any changes must be made in writing to the H.S. SCRIP committee with a 30-day notice.

Holy Spirit Tuition _____% If not for your child please indicate student name _____

Holy Spirit Future Tuition _____% Year you expect child to enroll _____

Catholic Secondary Schools _____% If not for your child please indicate student name _____

Catholic Secondary Future Tuition _____% Year you expect child to enroll _____

Aquinas College _____% Current student w/ valid ID # _____

Religious Education Tuition _____% If not for your child please indicate student name _____

Educational Foundation _____%

Holy Spirit Parish General Fund _____%

Holy Spirit School General Fund _____%

100%

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I have received a copy of the Holy Spirit SCRIP policies. I have read and understand the policies and agree to abide by the policies of the Holy Spirit SCRIP program.

Signature _____ Date _____