

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

- 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.
- 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 register with the SCRIP program by filling out a HS Participant Registration Form in order to indicate who their credits should be applied to. They should then set up their account @ www.shopwithscrip.com to place their orders.

PURCHASING

- All certificate orders must be **ordered and paid for online** through Great Lakes Scrip at shopwithscrip.com. These payments are non-tax deductible because participants receive a dollar for dollar value.
- Anyone that submits an order, and there are insufficient funds within your account, will be accountable for the fee charged to us by Great Lakes Scrip, plus the amount of the original order to be paid immediately.
- All orders must be placed by 9pm on Sundays. Any orders arriving after the deadline will be held for processing the next order week. Your order may only be placed and paid for online. Old scrip order forms and pay by check options will not be accepted and your order will not be processed.

It is the responsibility of the SCRIP participant to get his/her order turned in on time.

DISTRIBUTION

- Filled orders will go home with your oldest/only child on Fridays. If you do not have a student in school, or would rather pick up your order, you can call the school office at 616-453-2772 to arrange pick up. If there is no school on Friday, orders will go home, or may be picked up, on Thursday for that week.
- A friend or relative, 18 or older, may pick up your certificates, provided you note this on your order form.

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 quarterly to your account or the fund you designated on your registration form. 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 your Smart tuition statement. 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, the Holy Spirit General Parish Fund, or the Holy Spirit School General Fund, those credits will be applied quarterly. You will receive a statement to inform you of your credits earned.

SCRIP CHAIR PERSON

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