

Policies of Pella Christian Schools T.R.I.P. Program

1. The T.R.I.P. (Tuition Reduction Incentive Program) program is available to all students enrolled in Pella Christian Grade School or Pella Christian High School to help reduce the cost of tuition. Any questions about the program are to be directed to the trip coordinator at 628-2414 ext 259.
2. A registration form must be completed and returned to begin the program. This may be placed in the TRIP box located outside the grade school office with your first order. The disclaimer section must be completed if your certificates will be sent home with a child or mailed to you.
3. Family or friends may help you with your tuition reduction by ordering certificates on your order form or by registering individually and designating the certain account they wish to donate to.
4. Parents looking to the future and planning for the Christian education of their young children can also participate. These families will be assigned an account number, the monies earned will be held by the program, and will be credited to their registration starting when their child is enrolled in Kindergarten.
5. The percentage earned in each account will be held and credited to your registration fee at the beginning of each school year. A statement of your total purchases and the total amount earned will be given to you at that time. Any discrepancies must be brought to the attention of the coordinator within 30 days of the statement date.
6. Any credits which exceed the registration amount will be held until the following year. If there is an incentive offered for on-time registration it will be assumed that all registrations will be completed on time. Requests for exceptions to this should be brought to the TRIP Coordinator.
7. Order forms must be completed and returned with checks payable to PCGS TRIP. These checks are non-tax deductible because you receive dollar for dollar value. We reserve the right to change any incorrect dollar amount increments or issue a credit slip.
8. All completed order forms are due by the deadline in the designated TRIP box outside the grade school office. Late orders will be held over to the next week.
9. A Disclaimer Form must be signed for each school year before certificates will be released to your child or sent through the mail. If it is to be sent through the mail, you must provide a large business size, self-addressed, stamped envelope with your order. We would like to offer a word of caution in regards to the safety of this type of mail coming to your mailbox since these certificates are just like cash.

10. These gift certificates are just like cash. Pella Christian Schools nor the Coordinator are responsible for lost or misplaced certificates.
11. Anyone writing a N.S.F. (insufficient funds) check will incur a fee of \$20.00 to be paid to the program. After two N.S.F. checks are tendered on your account, only money orders or cashiers checks will be accepted on your account for a period of one year. After one year personal checks will again be accepted. If there is another N.S.F. check we will only accept money orders and cashiers check from then on.
12. Several of the local businesses are participating in this program by way of vouchers instead of certificates. To use the vouchers, all you need to do is make a purchase at one of these businesses. If your purchase conforms to the stipulations on your order form (you must purchase over \$25 if there is a \$25 minimum), you can ask to have a voucher filled out at the time you pay for your purchase. **It is your responsibility to request that a voucher be filled out at the time of purchase and turn it in to the T.R.I.P. coordinator.** Credit for these vouchers will only be given when the white copy of the voucher is received by the T.R.I.P. coordinator. Vouchers must be turned in to the coordinator within one year of the purchase date listed on the voucher to be valid.
13. T.R.I.P. is being offered to promote the education of students at the Pella Christian Grade School and High School. Therefore, the money collected on your account will only be paid to these schools and used for tuition reduction in grades K-12. If your child(ren) will no longer attend these schools for whatever reason, you must give written notification within thirty (30) days from the time the children leave the school as to which of the following options you choose:

- The monies held in your account should be
- a) credited to your outstanding tuition balance,
 - b) credited to another family's tuition (of your choosing),
 - c) held in your account under "future" status,
 - c) credited to the General Fund of PCGS, or
 - d) credited to the PCHS Tuition Assistance Fund,

If notice is not received the monies will be transferred to the tuition fund of the school the child was last attending.

14. Any account that is inactive for a period of three (3) years will be deleted. If the account contains an amount earned, notification will be given to the account holder. If no activity is made on the account within thirty (30) days of the notice the account will be deleted off of the system and the monies earned will be credited to the General Fund of PCGS. Once an account has been deleted a new registration form must be filled out and a new account number will be issued.