

Denbigh Baptist Christian School (DBCS) Scrip Policies and Procedures

1. PARTICIPATION INFORMATION. This program runs annually (no summer break). Individual families and donor families may participate in the Scrip program at Denbigh Baptist Christian School (DBCS) under the following terms and conditions.

2. COMMITMENT FULFILLMENT. Each family may earn up to a \$600 credit towards their tuition account using this program. The program rebates will be split between the ordering family and DBCS. This means dollars in Scrip REBATES, not dollars from a Scrip order. Example: Your family earns \$500 in rebates; \$250 will be credited to your tuition account and \$250 will be credited to the school's account.

A. Deadline. This program ends May 1, 2017 for credits to be received for AY 2016-17. Any rebates applied after this time will be reserved as a credit for the following years account; or upon graduation or departure from DBCS, all future rebates will revert to the school's account.

B. Parents of Seniors – Deadline: Your deadline for Scrip earnings will be Apr 15, 2017. Our Business Office needs time to invoice and collect outstanding financial obligations from families of Graduates before Graduation.

C. Opt Out. If you desire, at any time, to no longer use Scrip just close out your account with scrip and alert our main office as indicated below.

3. REGISTRATION. You may register for this program online via the ShopWithScrip.com website where you will need to register for BOTH a Shop with Scrip account and a Presto Pay account. Your first order cannot be completed until you submit your approval code to our Scrip Coordinator (AY 16-17: Frank Keating) and you are informed you that you are approved to place your first order. You will be unable to pick up Scrip cards until the disclaimer is signed and on file in the school office.

4. ORDERING INFORMATION.

A. Ordering. All orders must be place online at www.shopwithscrip.com . The only way to pay for Scrip and gain credit is with your Presto Pay account you set up. No other method of ordering will be accepted.

B. Deadlines. No late orders will be accepted. Your order must be placed online by 9:00 a.m. on Monday or it will be held until the following week.

C. Pick Up. Pick up is available Fridays in the school between 10:00 AM and 3:00 PM or you can do a one-time option disclaimer to have orders sent home with your child weekly. There will be no early release of Scrip orders.

D. Gift Card Denominations. Scrip reserves the right to fill your order with denominations other than that ordered. For example, a Lands' End \$100 gift card may be substituted with four \$25 gift cards.

E. Back Orders. Occasionally gift cards may be back ordered. In this case, no refunds will be given. Gift cards should be available within one week. Plan ahead to prevent problems due to a back order delay.

F. Rejection. Scrip reserves the right to reject without notification any orders that are submitted incorrectly. This includes but is not limited to paper orders, late orders, incorrect payment method, duplicate orders, gift cards ordered in incorrect increments, etc.

G. Errors. In the unlikely event you should find a discrepancy in your order, please contact the Scrip Coordinator immediately during school hours.

5. PAYMENT.

A. Scrip accepts no cash or checks. Any cash/checks received will be returned.

B. Payments must be made online directly to Great Lakes Scrip Program using Presto Pay, an ACH method, at .15 cents per order.

C. Presto Pay is our online payment system for families placing orders on ShopWithScrip®. Presto Pay uses the secure ACH debit process to electronically debit funds from a member's checking or savings account.

D. Earnings are tax deductible according to IRS regulations. Consult your tax advisor.

6. N.S.F. ORDERS. Each family is responsible for all orders placed under their account number. An ACH returned N.S.F. will not be re-deposited. You will incur a fee of \$35 to be paid to Great Lakes Scrip Program. Future orders will not be processed until the N.S.F. transaction is covered and the \$35 fee is paid. After two N.S.F. ACH transactions your privileges with the program will be suspended.

7. DISCLAIMER. The disclaimer information on the registration form is needed ONLY if your child will be bringing your gift cards home. No gift cards will be sent home with any child without a signed disclaimer. Only the designated child may receive the gift cards; it does not include siblings. Students will have to pick up the gift cards from the office during the times indicated. You may sign only one disclaimer per school year – you cannot change back and forth. Preschoolers may not bring orders home; preschool parents must pick up orders in the school office.

8. GIFT CARD INFORMATION. Gift Cards are the same as cash. You may buy anything in the store you would normally buy with a check, cash, or credit card. You may also use store manufacturer coupons.

Effective 1 Aug 2016 for AY 2016-17

A. Expiration Dates/Cash Back. Gift cards may have an expiration date varying from two months to two years. Some stores limit the amount of change that can be returned from a gift card. Please check with the individual store policies.

B. Refunds/Exchanges. Gift cards cannot be returned to Scrip for exchange or refund for any reason.

C. Lost Gift Cards. Neither DBCS nor Scrip can accept responsibility for lost or misplaced gift cards. These gift cards are the same as cash. Once your Scrip order is distributed, the contents are your responsibility.

D. The gift cards offered and credit percentages provided are subject to change without notification.

9. Types of Scrip Gift Cards:

A. Gift Cards shipped to the school available for pick up in the school office as indicated above.

B. Scrip Now: Electronic gift cards are available from many of our retailers, and can be ordered and printed from your ShopWithScrip account. The ScripNow eCard is delivered to your account in minutes when you pay for your order with PrestoPay - 24 hours a day, 7 days a week. Print the gift card and redeem it in stores.

C. Reload: Add funds to a plastic gift card overnight for retailers that offer a Reload product. The card must have been purchased from Great Lakes Scrip Center to be eligible for Reload on ShopWithScrip. Reloaded funds are available the next morning when an order containing a Reload is submitted and paid for by 3:30 PM EST Monday through Friday excluding holidays.

D. Reload Now: Add funds to a plastic gift card immediately for retailers that offer a ReloadNow product. The funds are available on the card in minutes when you pay with PrestoPay - 24 hours a day, 7 days a week. The card must have been purchased from Great Lakes Scrip Center to be eligible for ReloadNow on ShopWithScrip.

10. DISBURSEMENT POLICY. Scrip is offered to promote the education of students at DBCS; therefore, the money earned for your family account number will only be paid to DBCS. No checks or payments will be made to families or other entities via this program.