

## TUITION CREDIT SHOPPING PROGRAM

### WALTHER LUTHERAN HIGH SCHOOL

#### Policies & Procedures

1. **PARTICIPATION INFORMATION.** Individual families and donor families may register to participate in the Tuition Credit Shopping Program at Walther Lutheran High School under the following terms and conditions.
2. **ENROLLMENT.** An annual Enrollment and Waiver of Responsibility form must be submitted before any orders will be processed. Registration applications are accepted any time.
3. **ORDERING AND PAYMENT INFORMATION.**
  - A. T.C.S.P. Certificates and gift cards can only be ordered online, you must have an e-mail address to participate.
  - B. Payment can be made by Cash, Check or Presto-Pay. Presto –Pay is a convenient way for families to pay for their orders online.
  - C. Once you have submitted your enrollment and waiver forms, simply go to [shopwithscrip.com](http://shopwithscrip.com) click on Get Started and then register. You will need Walther’s Enrollment Code which will be provided for you.
  - D. Certificates and gift cards will be ordered on a weekly bases so that means your online order must be put in, and if you are paying by check or cash it should be at the school office by 9 a.m. Friday morning. No late orders will be accepted.
  - E. Certificates and gift cards will be available for pick-up on the Friday after they are ordered (Barring any unforeseen circumstances). There will be two ways to receive your certificates and gift cards. They can be given to your student to bring home to you or you can come by to pick them up at the school office throughout the day. **A WAIVER OF RESPONSIBILITY FORM** must be signed before certificates or gift cards will be released to your student. These forms will be kept on file.
  - F. Once you receive your T.C.S.P. order please verifies its accuracy. In the unlikely event you should find a discrepancy please notify the T.C.S.P. coordinator as soon as possible. Occasionally gift cards and certificates may be on back order. In that case, no refunds will be given. Gift Cards and certificates should be available within one week.
  - G. T.C.S.P. Reserves the right to reject without notification any orders that are submitted incorrectly. Orders with checks or cash that do not equal the amount of certificates ordered, unsigned checks, etc.
4. **N.S.F. CHECKS.** If your check is returned because of non-sufficient funds, you will be charged a \$30 fee payable to Walther Lutheran High School. After two NSF checks are tendered on your account, your T.C.S.P. privileges will be limited to cash or money order.
5. **TUITION CREDIT.** Vouchers showing the amount of tuition credit earned will be issued semi-annually (October 1 and April 1) with a place to mark how you would like your credit applied either toward your tuition or back to Walther’s annual fund. You may also establish a donor account and have the credit applied to a specific family enrolled at Walther. Future families are welcome to participate in T.C.S.P. If you anticipate sending a child(ren) to Walther, you may establish an account to credit your future tuition. It will be held until T.C.S.P. is notified that you have a child enrolled. T.C.S.P. is offered to promote the education of students at Walther Lutheran High School; therefore, the money earned for your family tuition account will be paid only to Walther Lutheran High School. If your child (ren) no longer attends Walther, the monies held under your families tuition account will be transferred to Walther’s annual account. For no reason will tuition credit ever be refunded to individuals.
6. **CERTIFICATE AND GIFT CARD INFORMATION.**
  - A. Expiration dates/cash back/charge payments. Please refer to Retailer Explanation/Policies for individual store information.
  - B. Refunds/Exchanges. Certificates and gift cards are ordered on your behalf, and cannot be returned for any reason. So please order carefully!
  - C. T.C.S.P. Certificates and gift cards are the same as cash, and should be handled accordingly. They are to be picked-up on the day of delivery at school and signed for. Walther will not be held responsible for certificates or gift cards not pick-up, lost, stolen or misplaced while in your possession.