

St. James Cathedral School

Scrip Program Policies

School Year 2008-2009

1. All orders must be filled out completely through www.shopwithscrip.com. An Order Confirmation must be printed out and accompanied by a form of payment.
2. Forms of payment for scrip are check or cash. Checks should be made payable to: St. James School - Scrip.
3. If your check is returned due to non-sufficient funds (NSF), you will be assessed a \$40.00 fee and you will be asked to pay for scrip with cash, money order or cashier's check for the rest of the school year.
4. Scrip is non-refundable.
 - (a). In the event a scrip card/gift certificate fails at the time of purchase, it is your responsibility to first contact the vendor's customer service and second contact St. James Scrip, in the event that the problem is not resolved through the vendor. **DO NOT THROW THE CARD/CERTIFICATE AWAY.**
5. All orders are subject to availability.
6. Large orders may require advance notice.
7. Merchant availability and percentages can change at any time without notice. shopwithscrip.com will apply the percentages shown at the time your order is placed to your account.
8. It is your responsibility to verify your order. St. James Scrip assumes no responsibility for improperly placed orders.
9. STJCS will not be held responsible for lost, stolen or misplaced scrip certificates/cards.
10. The WAIVER OF RESPONSIBILITY form **MUST** be signed before certificates will be released to anyone other than those listed on your Enrollment Form.
11. Retailer "usage guidelines" for all scrip certificates/cards can be found online at www.glscrip.com (i.e. retailer restrictions).
12. ORDER CONFIRMATIONS WITH PAYMENTS must be turned in Tuesday by 8:15 am at the St. James Scrip table in the cafeteria. (Your child may turn in your order form and check.) For your convenience, a Scrip Box will be in the School Office next to the volunteer check-in machine for orders placed other than Tuesday mornings.
13. SCRIP ORDERS WILL BE AVAILABLE FOR PICK-UP on FRIDAY morning (of week order is submitted) and TUESDAY morning in the cafeteria from 7:30 – 8:15 am. (Sorry, only ADULTS may pickup purchased scrip.)
14. St. James Scrip order and pick-up schedules are subject to change based on the school calendar. See Monday Memo for updates. St. James Scrip will e-mail schedule changes to those enrolled in Scrip.
15. Orders are not guaranteed to be filled on any certain day. We are dependent upon our supplier and their stock.
16. Your Scrip Tuition Account accumulates over the school year (June 24, 2008 – May 19, 2009).
17. Your account will be applied to the August 2009 Tuition and will then carry over to as many months that you accumulate. For non-returning families (i.e. 8th graders) the balance of your account, as of April 28, 2009, will be applied to your last tuition payment in May 2009 or other designation (i.e. STJCS Tuition Assistance for Families in Need, etc.).
18. Tuition credit holds no cash value and can only be applied to a tuition account.

St. James Scrip Office Contact Information

scrip@stjcs.com | 407-841-4432 ext. 119

Co-Chairs: Colleen Ross & Robyn Baltar