

T.R.I.P. POLICY AND PROCEDURES:

Tuition Reduction Incentive Program (TRIP) is an independent program designed to help families reduce their own tuition costs by pre-purchasing gift certificates from over 200 vendors. The vendors donate a percentage of each purchase back to the school to be credited to each family's account.

TRIP LLC is the independent group that collects, deposits and orders the certificates and is solely responsible for all deposits and purchases of gift certificates. The owners are Lynelle Cook (330-342-1718) and Laurel Bowers (330-467-0986).

Procedures:

TRIP orders are placed weekly during the school year. Orders must be deposited in the TRIP lock box (located in the front office) by Wednesday afternoon at the end of school. Orders are ready for pickup the following Thursday after 2pm. Orders can be picked up by the student or family member as designated on the TRIP order form. TRIP orders will not be mailed due to the chance of lost or stolen mail. Calendars are available for order and pickup times. Summer orders are placed directly in the mail to TRIP LLC once a month during June, July and August. Pickups are made at CVCA during the summer months. A calendar is available for order and pickup times.

Errors or corrections that need to be made must be made through TRIP LLC. CVCA bears no responsibility for orders or any corrections that need be made. CVCA also bears no responsibility for lost or stolen TRIP gift certificates.

TRIP Credits are paid out accordingly: 75% of credit is given to the families, 22.5% of credit is paid to TRIP LLC, and 2.5% of credit is paid to CVCA for program costs.

Example: ACME offers 4% for each \$25 purchase
 Family purchases \$200 of ACME cards
 $\$200 \times 4\% = \8 (family = \$6, TRIP = \$1.80, CVCA = \$.20)

Policy:

TRIP credits are applied to family accounts twice a school year: November and March.

For families whose credits are more than \$150 in November, the December monthly FACTS payment or January quarterly FACTS payment will be adjusted to reflect this credit.

For families whose credits are less than \$150 in November, their FACTS balance is adjusted and the credit will be taken on their final payment.

All March credits are reflected in the final payment in April for quarterly families or May for monthly families.

For families who pay tuition in full, credits are posted to the account and will be reflected on the billing statement in July for the following school year.

TRIP credits are non-refundable. If a family leaves CVCA with TRIP credits, they may designate a current family to receive the credits. If no designation is made, the credits will be credited to the CVCA general fund to be used as needed.

For graduating families who pay in full, TRIP credits earned during the senior year may be designated to a returning family or to the CVCA general fund.