



2018-19 GUIDELINES

- 1) Metrolina Christian Academy offers tuition credit for **TK -12th grade families only** participating in the TRIP Gift Card Program. You pay face value for your gift cards and use for everyday purchases. At the same time, you earn tuition credit for your family account.
- 2) You have the option of applying earned credits to your family tuition account, another MCA family account or the General Tuition Assistance Fund.
- 3) A TRIP enrollment form must be completed annually by all families who participate in program. There is an **annual enrollment fee of \$5.00** to cover handling and shipping costs of the TRIP Program. The TRIP Team will be unable to process your order until your enrollment form & fee is turned in. Enrollment forms can be completed online.
- 4) The MCA TRIP Program is a year round program (including summer months) that is coordinated by a team of parent volunteers. Orders will be placed weekly except in the summer and around holidays. An order/pick-up schedule is posted on MCA's website.
- 5) All TRIP orders and payments are due by 9:00am on Mondays (see schedule for specific dates). There is a TRIP mailbox located in the Upper School Office to drop off payments. No late orders will be accepted. All late orders will be processed at the next order date.
- 6) Payment options include PrestoPay (online at www.shopwithscrip.com) or by personal check or money order made payable to **Metrolina Christian Academy TRIP** (to be submitted with a copy of the order form from www.shopwithscrip.com). Please do not send cash. MCA TRIP gift card payments are not tax deductible because you receive a dollar for dollar value.
- 7) If your check is returned because of non-sufficient funds (NSF), you will be charged a \$25 fee payable to MCA TRIP. After two NSF checks are tendered on your account, your MCA TRIP privileges will be limited to money orders only.
- 8) MCA TRIP is purchased on your behalf and cannot be returned or exchanged.
- 9) MCA TRIP gift cards are the same as cash, and should be handled accordingly. Neither MCA, nor its TRIP team of volunteers is responsible for gift cards that are lost, stolen or misplaced while in your (or a family member's) possession. Some gift cards are subject to expiration dates and/or non-use penalties. You are responsible for observing the terms of your TRIP gift cards.
- 10) You must sign the **WAIVER OF RESPONSIBILITY included on this enrollment form** before MCA TRIP gift cards will be released to your child. These forms will be kept on file. MCA accepts no responsibility for gift cards delivered in this manner.
- 11) When you receive your TRIP gift cards, open your order and verify its accuracy.
- 12) A summary of your tuition credit is available on your family account at www.shopwithscrip.com. MCA will distribute tuition credits to family accounts twice a year (December and May).
- 13) Any tuition credit earned through MCA TRIP Scrip may only be applied to tuition and registration fee balances only.
- 14) MCA TRIP is being offered to promote the education of students at MCA. If your child(ren) no longer attends MCA for any reason, the TRIP tuition credit held under your family's name after tuition has been paid can be transferred to another students' tuition account or the MCA General Tuition Assistance Fund. No check/cash equivalent for TRIP tuition credit will be given.
- 15) The MCA Trip Program is solely for tuition purposes and is not intended to endorse companies or products.