**Arma Dei Academy Scrip Program Policies & Procedures**

**Tuition Reduction**

* The Arma Dei Academy (“ARMA DEI”) Scrip Program (“Scrip Program”) is offered as a tuition reduction program. Rebates earned through your participation in the program while your account is associated with ARMA DEI can only be applied to an ARMA DEI tuition account. You may elect to reduce your own family’s tuition, donate your rebates to another enrolled family, donate to the general ARMA DEI tuition assistance fund or elect to take a cash payout.
* If your child(ren) no longer attend ARMA DEI for any reason, the undistributed rebate money in your Scrip account will be distributed as follows by default:
	+ 50% of the funds will be distributed to the general ARMA DEI tuition assistance fund and 50% will be distributed as elected by the family which may include cash back.
	+ The family’s elected payout may include: donating their portion to another enrolled family, donating to the ARMA DEI tuition assistance fund or a cash payout. This selection must be made within 30 days of the student(s) withdrawal (withdrawal to include graduation from the school). If you have not made a distribution designation within 30 days following withdrawal, the ARMA DEI tuition Assistance Fund will become the default distribution of the family’s portion.

**Gift Cards**

* Gift Cards are the same as cash and should be treated as such. Once your order is placed and filled, neither ARMA DEI or Scrip Program will be held responsible for loss by you or theft from you.
* Not all, but some gift cards, may have varying expiration dates specified by the retailer. It is the responsibility of the purchaser to keep track of the expiration dates of the cards. If you are unsure if the cards you are purchasing have an expiration date, the back of the gift cards provides all of the card details and can be viewed on the ShopWithScrip website prior to ordering. Please be careful when ordering, gift cards CANNOT BE RETURNED.
* If a retailer goes out of business and you have unused gift cards, your only recourse will be with that retailer. It is not the responsibility of ARMA DEI or the Scrip Program to refund you. This also holds true if the Great Lakes Scrip distributor goes out of business and you have paid orders in queue.

**Placing Orders**

* Each family is expected to set up an Online Account at [www.shopwithscrip.com](http://www.shopwithscrip.com). To complete your online account setup, you will need to contact the Scrip Coordinator to receive ARMA DEI’s enrollment code. You MUST associate the ARMA DEI enrollment code with your account to receive rebates for your purchases according to the ARMA DEI Scrip Program Policies & Procedures.
* Orders must be submitted online by 10AM each Monday. Orders submitted after that time won’t be processed until the next week.

**Paying for Orders**

* King Soopers & Safeway reloadable card orders may be paid for in one of two ways:
	+ Cash or Presto Pay
* All other orders must utilize the following method of payment:
	+ Presto Pay- this is the most secure and convenient way to pay for your order. Presto Pay is an encrypted, password protected online ACH payment method through the ShopWithScrip website. This is an auto debit to your checking account for the amount of your order plus a $ .15 processing fee per order. Sign up for Presto Pay is quick and easy and can be completed within about 1 week. Payment for orders (physical gift cards), must be received and cleared through Presto Pay by Monday at 10:00 a.m.
* Any order totaling $10,000 or greater must be processed through the Scrip Coordinator.
* Non-Sufficient Funds Charges (NSF)- If your check or Presto Pay is returned NSF regardless of the reason, your account will be placed on hold and you will be responsible to pay for the entire amount of your order in cash (money order, cashier’s check or bank check) plus a $30 NSF fee. You will be expected to provide payment within one week of being notified of the NSF. Any amounts not paid timely will be referred to a collection agency and subject to additional collection charges.

**Picking Up Orders**

* Physical Gift Card orders may be picked up at the school by the end of the day on Friday following the order date.
* Gift Cards are the same as Cash, therefore, your order may ONLY be picked up by you. You may sign and submit to the Scrip Coordinator a “Scrip Pick-up Waiver Form” to release us to allow your student or other designated person to pick up your orders.

**Rebate Distribution**

* Earned rebates will be distributed to ARMA DEI from the Scrip Program a minimum of 2 times per year. Rebates are generally distributed in November for activity through October 1st and April for activity through March 1st. At the discretion of the Scrip Coordinator, rebates may be distributed more often.
* The ARMA DEI Scrip Program retains 1% of all Rebates to cover operating costs. Rebates will be distributed as elected by the participant in the ARMA DEI Scrip Program Enrollment and Distribution Agreement. This agreement may be modified by the family during the programs annual enrollment and upon withdrawal from the school. Termination of the agreement can be made by either party and requires 60 days written notice as per the enrollment agreement.
* Once a rebate is made to ARMA DEI, any question regarding how those rebates are posted to your account must be addressed with the Scrip Coordinator.
* Details of purchase and account activity will be available online through your account with ShopWithScrip.com. Statements will not be mailed to individuals. Any discrepancy in your account should be brought to the Scrip Coordinator’s attention prior to each of the biannual rebate distributions. Grocery Reload activity is posted to your online account manually and follows a timeline associated with “reporting dates” as opposed to actual “calendar dates”. Activity will be posted 30 days following receipt of the paper report provided by the Grocery retailers. The process of sorting, summarizing and manually inputting purchases by cardholder and family usually takes 2-3 weeks from when the reports are received. Due to the timing of the paper reports and lengthy process on these cards, in some cases you may not see your grocery reloads in your activity account for up to 6 weeks from the date you made the purchase.