

Policies of Illiana Christian High School Tuition Reduction Incentive Program

1. The T.R.I.P. program will operate according to the T.R.I.P. calendar, which is available in the school office or on Illiana's website. Any questions about T.R.I.P. should be directed to the coordinators Dot Alcorn (708-331-3749) or Amy Van Drunen (219-310-4244). The T.R.I.P. Voucher program will run as specified on the attached sheet.
2. The "account" number on your order form label is the same as your assigned ICHS Family number (see your tuition statement). Family or friends may help with tuition reduction by ordering certificates from a family or by registering for their own number with the earnings directed to another family. All certificate orders for one Family Number must be in one envelope with payment in the form of **checks only** made payable to Illiana Christian High School. **Cash will not be accepted.** The back of your check will be stamped **T.R.I.P. Non-Tax-Deductible** because you receive dollar for dollar value.
3. The 'percentage' earned by each participating family will be held by Parents in Education and credited to your account and shown on the tuition statement in October and April. A T.R.I.P. statement of your purchases and earnings will be enclosed with your tuition statement. Any discrepancies found on your statement must be reported to the T.R.I.P. Coordinator within 30 days of the statement date.
4. T.R.I.P. is being offered to promote the education of students at Illiana Christian High School; therefore, the money collected on your Family number will only be paid to Illiana Christian High School for tuition reduction for grades 9-12. If your student(s) will no longer attend Illiana Christian High School for whatever reason, the monies held under your Family number can be:
 - a. credited to your outstanding tuition balance
 - b. credited to another family's tuition
 - c. credited to the General Tuition Assistance Fund
 - d. credited to the Illiana Foundation Fund
 - e. credited to Parents in Education***if written notice*** is received within 60 days of the time the student(s) leave the school. Otherwise it will be transferred to the Parents in Education Account.
5. A registration form ***must be signed for each school year*** including the Disclaimer of Responsibility part before certificates will be released to your student. Only the envelope with certificates ordered under your Family Number will be given to that student. These forms will be kept on file.
6. All completed certificate order forms (sealed in a self provided envelope made "TRIP") are due on Fridays by 1:00 P.M. to the school office. **No late orders will be accepted.** Filled orders will be available for pick-up on Thursday in the hallway outside the office between 2:30 P.M. and 3:15 P.M.. Any time after that filled orders may be picked up in the school office during normal office hours Monday - Friday. **T.R.I.P. participants are urged to count certificates when received and report any errors within 7 days from each scheduled pick up date. If a mistake of any kind is found, a coordinator must be notified immediately.**
7. Parents planning for the future education of their student at Illiana Christian High School may also participate. The monies earned will be held by Parents in Education and will be credited as tuition payment when their student is enrolled at Illiana Christian High School (see #3). "Future" families who have not participated in the T.R.I.P. program for a two year period will be considered inactive and contacted as to their intentions. If a written reply is not received within 60 days of contact, their earnings will be transferred to ICHS Parents in Education. If the inactive family has moved with no forwarding address available, their earnings will be transferred as stated previously.
8. To keep you informed of any changes to this program, including new store additions, please note the bolded, italicized items on the new order form or check the Illiana Website.

9. These gift certificates are just like cash. Neither Illiana Christian High School nor Parents in Education are responsible for lost or misplaced certificates.

10. Anyone writing a N.S.F. check will incur a fee of \$20.00 to be paid to Parents in Education. After two N.S.F. checks are tendered on your account, only money orders or cashiers checks will be accepted as payment. No further personal checks will be allowed for purchase of certificates.

How T.R.I.P. Works @ Illiana

1. Please refer to the 'T.R.I.P. Calendar' for turn-in and pick-up dates. Orders are usually taken every other week, but days off and school vacation time can change this schedule.

2. A registration form must be completed and enclosed with your first order for **each school year**. The disclaimer section information is needed if your student is permitted to bring the certificates home. Registration forms are available in the school office.

3. Using the order form, write the dollar amount of certificates you wish to purchase. Please note: incorrectly ordered certificates can no longer be returned for exchange. Total the order and enclose payment (**check(s) only**) made payable to Illiana Christian High School in a self-provided envelope marked "T.R.I.P". We reserve the right to change any incorrect increments or issue a credit slip.

4. Your own supplied envelope clearly marked 'T.R.I.P' with payment and order form enclosed are due on Friday (see T.R.I.P. calendar) at 1:00 P.M. to the school office. **No late orders are accepted** but can be held for the next week.

5. On Thursday the filled orders with a new order form enclosed will be available for pickup between 2:30 P.M. and 3:15 P.M. in the hallway outside the office. After this time, the certificates can be picked up in the school office during normal business hours. The new order form you receive will list your dollar amount earned for the current order.

6. See attached sheet for explanation of the T.R.I.P. Voucher program. A list of participating businesses is available in the school office or on the Illiana website.

7. Friends of Illiana can participate in this program by purchasing certificates. The proceeds can be credited to the options in #4 b thru e of the policies.

Certificates can be used, for the most part, just like cash or a check at participating stores. Certificates may have an expiration date varying from 6 months to two years. Some stores limit the amount of change that can be returned on a certificate purchase.(stated on certificates.) Walt's limits \$2 change on a purchase and may only be used by individuals and not for business accounts.

A current listing of participating stores and 'earned percentages', order form, T.R.I.P. calendar and policies are available in the school office or on Illiana's website. Percentages are subject to change without prior notice.

Illiana T.R.I.P. Voucher Program

The buying and usage of certificates through T.R.I.P. will remain the same for all the grocery stores and retail stores listed on the order form. The voucher program is an extension of T.R.I.P. for purchases that are higher in cost and less frequently purchased. Parents in Education cannot be held responsible for any goods or services rendered by businesses participating in our voucher program.

1. 3-part vouchers are available at Illiana's office during normal office hours or at participating businesses. A listing of current businesses and percentages earned can be picked up in the school office or found on Illiana's website.
2. You (and the family you want to receive the tuition credit if you are donating to another) must be registered in the T.R.I.P. program. Registration forms are available in the school office.
3. To make a voucher purchase at a participating business:
 - A. State your intention of using an Illiana T.R.I.P. Voucher **at the time of purchase**.
 - B. Fill out the top with the name, address and family number to which the 'tuition credit' is to be given or write in "General Tuition Assistance Fund" or "Foundation Fund." & the name of the business.
 - C. The item being purchased is to be paid for according to normal business policy.
 - D. The business will fill in amount of purchase, percent, and tuition credit amount. Voucher credit will be authorized **only** when purchase has been **paid in full**.
 - E. The pink copy will be given to the customer to be submitted with a T.R.I.P. order. **Tuition credit will not be given until pink slip is received. After 4 months from date of purchase, if a coordinator has not been notified why the pink copy has not been turned in, the credit will automatically be given to Parents in Education.**
 - F. After payment is received from the store, credit will be given and you will receive your pink copies back in an envelope with a label stating your voucher credit earned. It will be attached to your next order envelope or may be picked up from the school office.
4. The businesses participating in the voucher part of Illiana T.R.I.P. have agreed in good faith to send the percent of tuition reduction earned monthly to Parents in Education. In case of unforeseen circumstances, Parents in Education or Illiana Christian High School cannot be held responsible.