

Policies of the St. Francis Rebate Program

- 1) The St. Francis School Tuition Reduction Program will run weekly, except during holidays and summer. A summer schedule will be published. Any questions about the program should be directed to the coordinator, Carly Starkey at scripsfs@gmail.com or 814-577-5233. There will be an administrative fee for processing orders of 3.5% of your total rebates. The remaining 96.5% will go to your account. If you opt to receive your rebates personally (cash) there will be a fee of \$35.00 and can only be received at the end of the program year.
- 2) If you have family and friends who would like to help you with your tuition, please ask them to fill out the registration form and to set up their own account online. If they set up their own account, they will receive their orders in their own envelope, but their earnings will go to whomever they indicated on their registration form.
- 3) Cash and checks are accepted as payment for gift card ordered. Checks are to be made payable to St. Francis School. Payment in full is required at the time order is placed (Monday at 9 AM) and if not received it will not be processed.
- 4) The rebates earned during 2019-2020 school year will be deducted from your tuition for the 2020-2021 school year. Any discrepancies must be brought to the attention of the coordinator within 10 days of the statement date.
- 5) The St. Francis School Rebate Program is being offered to promote the education of students. If your child(ren) no longer will attend St. Francis School, the monies held under your account can be:
 - a.) Credited to another Family's Tuition
 - b.) Credited to the St. Francis School Account
 - c.) A check issued directly to you less a \$35.00 processing feeWritten notice must be received within 7 days of the time the child(ren) leave the school, otherwise it will be transferred to the St. Francis School account.
- 6) Gift cards will only be available for pick-up by parents unless otherwise stated on the Scrip Registration Form online found at <http://tinyurl.com/scripsfs>
- 7) All orders are due with payment by Monday at 9:00 AM to the school office. No late orders are accepted but can be held until the following week. Orders will be available for pick-up after 9 AM on Friday in the school office. Pick-up will be at the church rectory during the summer months.
- 8) These gift cards are like cash. Neither St. Francis School nor the St. Francis School Program Coordinator is responsible for lost or misplaced certificates. Also, please pay close attention when ordering certificates as they cannot be returned if you purchase the wrong certificate.
- 9) Some certificates may have an expiration date varying from three months to two years. Some stores limit the amount of change that can be returned from a certificate purchase.
- 10) Anyone writing a N.S.F. check will incur a fee of \$30.00 to be paid to St. Francis School. After two N.S.F. checks are tendered on your account, only cash, money order or cashiers' check will be accepted on your account. No further personal checks will be accepted for purchase of certificates. Anyone purchasing certificates using Presto Pay that results N.S.F. will incur a fee of \$30.00. After two N.S.F. your Presto Pay account will be locked and you will have to purchase certificates using cash or money orders.