



Fargo Catholic Schools Network TRIP (Tuition Reduction Incentive Program) Program Policies

TRIP will run weekly, except on scheduled school holidays. **Orders placed on Monday morning (see details below) will be available for pick up or brought home by students the following Monday.** TRIP will run during the summer although pickup and drop off schedules will change due to operating hours of school buildings. Details and updates will be covered in the FCSN Daily Emails and on the FCSN Website at www.fcsn.k12.nd.us Registration Forms, Order Forms and TRIP details can also be found on the FCSN Website. **Any questions about FCSN TRIP should be directed to the TRIP Coordinator, Janelle Pederson at 893-3278 or Janelle.Pederson@sendit.nodak.edu**

1. Participants in FCSN TRIP must annually fill out and turn in the Registration Form designating their tuition credit, school for order pick up and whether they want their children to bring home their filled orders.
2. Family or friends may participate by ordering certificates on your order blank or they may participate in the program by registering and receiving their own account and directing the credit to the following:
 - To your tuition account
 - To the tuition account of a participating family
 - To the Tuition Assistance Fund of the Fargo Catholic Schools Network
3. Parents looking to the future and planning for the Catholic Education of their children in the Fargo Catholic Schools Network can also participate. These families will also be assigned an account. The monies earned will be held by the FCSN and credited toward tuition when their child is enrolled in Preschool or Kindergarten. These future funds will be held for a maximum of 5 years at which time they will transfer to the Tuition Assistance Fund of the FCSN.
4. All certificate orders must be accompanied by Money Orders or checks made payable to **FCSN TRIP. No cash will be accepted.** These payments are not tax deductible because participants receive dollar for dollar value. Anyone writing a non-sufficient funds (NSF) check will incur a fee of \$25.00 to be paid to the TRIP program. We will not accept another TRIP order until the fee has been paid and the check has cleared your bank. After two NSF checks are tendered, only money orders will be accepted. Please note TRIP checks are cashed **immediately** so the order for certificates can be placed ASAP.
5. The percentage earned on each participating family's account will be held by the TRIP program and credited to your tuition account one time per year near the end of the school year for **the next school year's tuition and will show on your tuition statement.** A statement of tuition credit earned will be enclosed quarterly with your order. Any discrepancies must be brought to the attention of the TRIP Coordinator within 15 days of the statement date.

6. TRIP is being offered to assist in the tuition of the Fargo Catholic Schools. Therefore, the credit earned on your account will only be paid to Fargo Catholic Schools Network for tuition reduction. **You may not use the funds for registration or other fees.** If your child(ren) no longer attend the Fargo Catholic Schools for whatever reason, the monies held under your account can be:

- Credited to your outstanding tuition balance
- Credited to the FCSN Tuition Assistance Fund

Written notice of where the funds are to be credited must be received within 30 days of the child(ren) leaving school; otherwise, the funds will be transferred to the FCSN Tuition Assistance Fund.

7. **Placing Orders:** Completed TRIP orders can be turned in to any School Office. Orders turned in by 8:30 AM on Monday will be available the following Monday at the location designated on your Registration Form. Orders turned in after 8:30 AM on Monday through the end of the school day Friday will be available the 2nd Monday following the order.

8. **Order pick up: Holy Spirit & Nativity Elementaries**

- A. **Student take home:** A Disclaimer of Responsibility is included on the TRIP Registration Form and must be signed for each school year before the gift cards will be released to your child. Please sign the disclaimer if you think you will ever use it. If you signed a disclaimer, you will still have the option to pick up the certificates if you wish. The teachers will pass out the envelopes to go home on Mondays.
- B. **Parent pick up:** Filled orders will be available Mondays from 7:30-8:30 AM in the school office designated on your Registration Form. Any orders not picked up Monday will be available in the school office during normal school hours.

9. **Order pick up: Sullivan/Shanley**

- A. **Student take home:** A Disclaimer of Responsibility is included on the TRIP Registration Form and must be signed for each school year before the gift cards will be released to your child. Please sign the disclaimer if you think you will ever use it. If you signed a disclaimer, you will still have the option to pick up the certificates if you wish. Your child can pick up your filled order of TRIP gift cards in the Deacon Den on Mondays from 3:15-4:00 PM.
- B. **Parent pick up:** Filled orders will be available from Maria Dahlin in the school office during school hours of 8 AM to 4 PM.

10. Participating merchants and percentage discounts are subject to change without notice. Certificates or gift cards issued are subject to the policies including expiration dates established by the participating merchant.

11. The certificates/cards are the same as cash. The FCSN is not responsible for lost, stolen, damaged or misplaced certificates/cards. Unused certificates cannot be turned back in to FCSN TRIP for refund.



**Fargo Catholic Schools Network
TRIP (Tuition Reduction Incentive Program)
Registration Form**

Name of Parents _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email Address _____

Parish _____ I will pick up my TRIP orders at the following school _____

Referred by: _____

Assign my tuition credit to:

_____ My Family's Tuition Account

_____ FCSN Tuition Assistance Fund

_____ Other FCSN Family

(Name) _____

(Address) _____

Is this family current _____ or future _____ (If future-approx Yr of Enrollment _____)

Please keep this donation confidential _____ Yes _____ No

Complete this part if your child is permitted to bring your certificates home.

Your child will receive only the envelope of certificates ordered under your family name. Certificates will not be sent home with your child if you do not sign this disclaimer.

I authorize the Fargo Catholic Schools Network to release my TRIP gift certificates to my child. I will not hold the FCSN responsible for any lost or misplaced certificates provided to my child.

Student's Name _____ School _____

_____ Grade _____

Parent signature

Date

We have read, understand, and will abide by the general policies of the TRIP program.

Signature

Date