



Cardinal Stritch
Catholic High School



St. Kateri
Catholic Academy

ST. KATERI CATHOLIC SCHOOLS SCRIP POLICIES

1. In order to participate in SCRIP you must complete a registration form (yearly). Family and friends may help with your tuition by ordering certificates also. Only a registered participant's check or money order made payable to SKCS Scrip will be accepted.
2. Registrants must direct their credits to one of the following options at enrollment:
 - a) Personal tuition account (CSCHS or SKCA)
 - b) Another family's tuition account within St. Kateri Catholic Schools
 - c) St. Kateri Catholic Schools
3. The monies accumulated will be held in a SCRIP account (separate from any other account). A statement of monies accumulated will be provided in April of each school year. Any discrepancies must be brought to the attention of the SCRIP coordinators within ten (10) days.
4. Cutoff date for each year will be around April 1. Your designated account will be credited no later than May 15.
5. SCRIP accounts are not available for cash withdrawal (we are a non-profit organization).
6. SCRIP is being offered to provide tuition reductions for families and as a fundraiser for St. Kateri Catholic Schools, therefore, the monies accumulated in your SCRIP account will only be paid to your requested designation (see #2). If your children should no longer attend CSCHS/SKCA for any reason, the monies will first be credited to any outstanding balance, if any, then transferred to another account (see #2). If no written election is made within thirty (30) days of your children leaving CSCHS/SKCA it will automatically be forfeited to St. Kateri Catholic Schools.
7. All orders must be followed by a written check or money order, in the amount owed, to the main office by 2:00pm on Mondays. No cash will be accepted. There will be a fee of \$30.00 for checks returned for non-sufficient funds (NSF). No new orders will be processed until the account is current, including the NSF fee. Misuse of the program as determined by the SCRIP coordinators will result in expulsion from the program. This decision will be final.
8. The SCRIP coordinator reserves the right to reconcile the order form with the amount of the check submitted (in the event that you cannot be contacted).
9. All orders/gift certificates will be sent home with your student unless other arrangements are made with the SCRIP coordinator.
10. CSCHS/SKCA and its volunteers will not be held responsible for misdirected orders, or certificates lost, stolen or otherwise, after distribution.
11. Checks must be turned into the Main Office during the school day. **All checks are to be in a sealed envelope marked "SCRIP" and turned into the Main Office by 2:00 p.m. on Monday afternoon.** Orders will be guaranteed by Friday (certificate availability and weather permitting) but will be sent home earlier with your student if available. Back orders will be reconciled on the next order.

PLEASE NOTE: When school is not in session Monday, checks are to be turned into the Main Office by 9:00 a.m. on Tuesday morning.

12. Percentages of earnings may change throughout the year. Up to date information available at www.nosa.us
13. SCRIP COORDINATORS RESERVE THE RIGHT TO REVISE OR AMEND THESE PROGRAM POLICIES AS DEEMED NECESSARY.

Questions? Contact the St. Kateri Catholic Schools Main Office at 419-693-0465.

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QUESTION: How can I save \$\$\$ on my tuition?

ANSWER: SCRIP

What is SCRIP and how does it work?

The program involves the purchasing of gift certificates from many local and national vendors from a local company, NOSA. NOSA purchases certificates in bulk quantities at a reduced rate from retailers/merchants. As a participant you order and pay face value for your certificates. St. Kateri Catholic Schools (Cardinal Stritch Catholic High School and St. Kateri Catholic Academy) SCRIP then purchases the certificates you order at a discounted price from NOSA. The SKCS General Fund will receive 1% of your purchase and your family will receive the remainder percent off your tuition dollars due for the following school year. Please note that percentages of earnings may change throughout the year. Up to date information is available at www.nosa.us. There is no fee involved to participate in the program.

Example: Cousino's Steakhouse \$25.00 certificate purchased (11%)
 1% goes to the School General Fund
 10% goes towards your tuition
 Anderson's \$25.00 certificate purchased (4%)
 1% goes to the School General Fund
 3% goes towards your tuition
 Marcos \$10.00 certificate purchased (18%)
 1% goes to the School General Fund
 17% goes towards your tuition

How to use the program: (New procedures as of 9-27-13)

- Complete a yearly registration form. Only registered participants' checks or money orders made payable to SKCS Scrip will be accepted.
- Once registered, you will be given a User ID and Password to place your order online at the NOSA website. www.nosa.us
- Place your order at www.nosa.us by 6:00p.m. on Sunday evening. The order form online is the same as the paper order form. Enter the number of cards you wish to purchase of each item and when your order is complete you hit "submit".
- Drop off to the main office your check or money order made payable to SKCS in a sealed envelope marked SCRIP. The check/money order must be in the main office by 2:00p.m. on Monday. Late checks will not be accepted. There are no exceptions. Late check orders will be approved with the next week's order. ***Please note: When school is not in session on Monday, checks/money orders are to be turned in to the Main office by 9:00a.m. on Tuesday morning.***
- Once your check is received and verified with your order, the order will be placed and ready for pick-up on Friday.