

What Is the The Store Certificate Program?

The Program is called the “Academy of St. Priscilla Store Certificate Program.” The program works as follows: You purchase gift certificates or gift cards from the Academy Store Certificate Program for the stores you currently shop at on a regular basis. When you shop, you use these cards in place of cash. The Certificate Program purchases these cards from the stores at a discount. This discount ranges from 2%-30% of the money you spend. You and the Academy will split the discount profits. Your discount will be accrued and will be applied once a year toward your spring tuition payment (if your earned discount exceeds the April tuition amount, discount will go toward May’s tuition and so on). **This program does not involve spending any additional money outside your normal budget.**

The Academy Store Certificate Program has been established as a fundraiser for our school. The certificate program is NOT a mandatory fund raising program however; wouldn’t it be nice to reduce your tuition expenses at no extra cost to you? Family and friends can also purchase certificates and request that their purchases are credited to your family. A statement will be generated periodically showing the status of your account.

How do I purchase certificates? Limited amounts of gift cards and certificates are available for purchase in the school office. You can also order from over 200 stores by submitting an order form to the school office by 9:00a.m. on Monday mornings when school is in session. When school is not in session, you may submit the order on the next school day. When an order is placed in this manner, the certificates will be available for pick-up on Friday of that week at the school office. You may also complete a registration form that allows your child to carry the certificates home to you. Store Certificate order forms are located in the school office, and will soon be available on the website at www.stpriscillaacademy.org.

If you have any questions or if you need a better explanation of the program, please feel free to contact us in the school office at (708)452-0323.

Sample Purchase

Here’s an example...your family typically spends \$500 per month in groceries. Each month, you purchase \$500 in Jewel gift cards from the Academy Store Certificate Program. The Certificate Program will earn \$20 from that purchase. You will receive a \$10 credit toward your tuition payment and the Academy will receive the other \$10. If you think about it, you are earning this credit without spending more than you would have normally for your groceries. \$10 a month doesn’t sound like a lot of money but if you earn \$10 a month for 12 months, you will be able to deduct \$120 from your tuition.

Family and friends can also purchase certificates and request that their purchases are credited to your account. Family account numbers will be given to you after your first

certificate purchase. A statement will be generated periodically showing the status of your account.

Program Policies

1. An account number has been assigned to each family. Relatives or friends may help a family earn tuition credit by ordering certificates through a family or by registering in the program and have their earnings credited to a certain family. All certificate orders for one family number must be in one envelope and all checks in the envelope must be made payable to "Academy of St. Priscilla Store Certificate Program."
2. The purchase of these certificates is **not** tax deductible because you receive dollar for dollar value.
3. A statement of your purchases will be sent out periodically. Any discrepancies must be brought to the attention of the program coordinator within 15 days of the certificate statement date.
4. Children will be allowed to transport certificates home. **A registration form must be completed for each school year** and the disclaimer section signed before certificates will be released to your child. A child can only receive his or her family certificates.
5. On your order form, write the dollar amount of the certificates you wish to purchase. Total the order and enclose your payment. We reserve the right to change any incorrect orders. Checks are preferred and should be made payable to "Academy of St. Priscilla Store Certificate Program". Cash is not a preferred form of payment and we will not be responsible for any lost orders. **If you must pay in cash, please limit the amount to \$100.**
6. Completed certificate order forms may be dropped off at the rectory, school office or may be sent to school with your child.
7. All completed certificate order forms are due on Mondays by 9:00 am in the school office. **No late orders will be accepted.** Filled orders will be available for pick-up on Friday afternoons from the school office until 3:00pm. If you are unable to pick up your order at school, please call the office to make arrangements to for your order to be picked up. If you have signed a disclaimer form, orders will be distributed and sent home with your child on Friday afternoon. Please note that during the busy Christmas season, delivery days may be changed. **Participants of the program are urged to count certificates immediately when they are received. Any errors must be reported within 4 days of the scheduled pick-up date. If a mistake of any kind is found, a coordinator must be notified immediately.**

8. For your convenience, the school office will sell certificates from a limited number of stores, during regular school hours.

9. The Academy Store Certificate Program will issue a rebate voucher to each participating family. This voucher will itemize all monies earned during the Program's fiscal year (April 1 through March 31). The voucher may be used as cash toward tuition payments at Academy.

10. To keep you informed of any changes to this program, including new store additions, updates will be enclosed in the certificate orders and/or placed in the weekly school news bulletin.

11. The gift cards and certificates are just like cash. Neither the Academy of St. Priscilla at Divine Savior nor the "Academy of St. Priscilla Store Certificate Program" will be responsible for lost or damaged certificates.

12. Anyone writing a NSF (non-sufficient funds) or other returned check will incur a fee of \$25. After 2 returned checks are tendered on your account, only money orders or cashiers checks will be accepted as means of payment. No further checks will be accepted for purchase of certificates. Your child's (children's) report card will be held if returned checks are not replaced.