

HCS T.R.I.P. -Tuition Reduction Incentive Program Policies and Procedures

Registration

- Registration is open to anyone who would like to allocate their rebates to the tuition of a child attending HCS/SEC, Illiana Christian High School or to one of our HCS funds.
- Each participant must have a [registration form](#) on file with the TRIP office. Registration forms are available online and in the school office. Return completed form to the school office or email to trip@highlandchristian.org.
- New participants will receive an email containing their TRIP number, the HCS online ordering code and other important information after their registration form is processed.
- Registration forms need to be updated yearly if you have a child attending HCS who is picking up orders (SEC students are not eligible for this option) or if you decide to change how you allocate your funds.

Tuition Earnings

- Earnings (with TRIP fees deducted) are applied to tuition accounts in August, November, February and May (except for Future Family Accounts).
- Earnings for shop online, dining online or vouchers may not be issued within the same quarter a purchase was made.
- Statements are issued in August, November, February and May.
- If you notice any discrepancies, contact the TRIP office at trip@highlandchristian.org within 15 days.
- TRIP earnings are not tax deductible. These earnings are rebates that are designated for tuition not donations.

Future Family Accounts

- Families planning on the future education of their student at SEC or HCS may participate in this fund. Earnings will be held in a prepaid tuition account and will be updated in August, November, February and May.
- Future Families whose accounts are dormant for 2 years will be contacted for distribution to another account. If there is no response within 60 days, all earnings will be transferred to the HCS TRIP account.
- Earnings will be released to the desired fund with written notice only.

TRIP Fees

- All earnings have a small deduction to cover TRIP operating expenses and a small profit. 96% of earned rebates (not purchase price) go to the participant and 4% goes to TRIP for operating expenses. For Example:

Your Purchase	% of Rebate	3% TRIP Fee
Visa EGift Card \$100	1.6%/\$1.60	\$0.05
Meijer Reload \$200	3%/\$6.00	\$0.18
Gap Gift Card \$50	10%/\$5.00	\$0.15
Total purchase = \$350	Total rebate = \$12.60	Total TRIP Fee = \$0.50

Total earned rebate after TRIP fee deducted = \$12.10

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Payments

- Credit/debit and presto pay (linked bank account) are accepted online only.
- All cash and checks must be turned into the TRIP mailbox before designated Wednesdays at 3:30pm.
- Checks are to be made payable to HCS TRIP.
- **NSF Fees:** There is a \$40 fee on all NSF checks or NSF linked bank account transactions to be paid to HCS-TRIP. After two NSF checks written against your account (or insufficient funds from linked bank account), only money orders, cashier checks or cash will be accepted.

Credits

- In the event an error is made or a gift card may be unavailable, we will contact you and do our best to honor your requests. If you are unreachable, we will issue a credit that will be in your envelope with the rest of your order.
- We encourage you to check your order as soon as you receive it. If a mistake is found, contact our office immediately at trip@highlandchristian.org.
- HCS TRIP is not responsible for any lost or stolen cards.

Trip Office

HCS Tuition Reduction Incentive Program is operated by a group of volunteers. Our office is located in the boardroom within Highland Christian School. Our hours vary so please reach out to us via email and we will get back to you as soon as possible.

For the latest information or tips on using TRIP, look for our section in the weekly Parent Note! If you have any questions or concerns, you can reach Sherry Hiatt, TRIP Coordinator, at trip@highlandchristian.org.