

Sacred Heart Scrip Program Rules and Guidelines

- 1) All certificate orders must be accompanied by a check or money order made payable to Sacred Heart School – Scrip. If your check is returned because of non-sufficient funds (NSF), you will be charged a \$20 fee payable to Sacred Heart School – Scrip. After two NSF checks are tendered on your account, your scrip ordering privileges will be limited to money order only.
- 2) Sacred Heart will provide a summary of each participating family's purchases bi-annually.
- 3) At the end of each fiscal year (June 30th) the amount in your account will be applied as indicated on your agreement form. If funds remain in the account after that point in time they will be applied to the Sacred Heart Scrip Program. Funds will not be allowed to transfer to another account. The funds retained within the "scrip" account will be applied towards school needs as defined by the Principal and the Pastor.
- 4) Scrip certificates are purchased on your behalf, and are not returnable.
- 5) When you pickup your "scrip" certificates, verify its accuracy. In the unlikely event you should find a discrepancy in your scrip order, please contact Deb Franzenburg, the Scrip Program Coordinator, within 3 days.
- 6) Scrip certificates are the same as cash, and should be handled accordingly. Sacred Heart will not be responsible for certificates that are lost, stolen or misplaced while in your possession.
- 7) By signing the participation agreement you agree to these rules and release Sacred Heart School of any responsibility. Certificates will be sent home with your child unless otherwise noted. These forms will be kept on file, and Sacred Heart accepts no responsibility for certificates delivered in this manner.