

# GENERAL INFORMATION

- Tuition Credits can be earned by participating in the SKDS Scrip (Page 3) and/or SKDS Market Day (Page 4) programs.
  - Tuition credit information for each of these programs is accumulated, and Statements are sent home monthly along with a Voucher that can be used to reduce any tuition payment during the school year.
  - Tuition Credit Statements/Vouchers are distributed in the Family Folders once a month, generally in the middle of the month after the credit was earned.
  - ***You will only receive a Statement/Voucher if you participated in the SKDS Scrip and/or Market Day programs (or someone did so on your behalf) during the covered time period.***
  - Tuition credits can be used to offset any tuition payments you choose in the school year in which they are earned. Credits earned during June, July, or August, are counted toward the next school year.
  - Vouchers can be used individually or accumulated and used together.
  - In order to receive your credit, mark the amount(s) on the Tuition Payment Coupon, and deduct the credit amount(s) from that tuition payment. You **MUST** enclose the Voucher(s) for each credit being used along with your Tuition Payment coupon and check. *Plases keep the statement(s) for your records, and return **only** the Voucher(s).*
- NOTE: *You are responsible for claiming your SKDS tuition credits by returning the Voucher(s) with your payment. They are NOT going to be automatically deducted from your account at the School Office.***

- If you have any unused Vouchers at the end of a School Year, you can use them ONLY for the first tuition payment of the following school year. ***If they are not used on the first tuition payment of the following school year, they expire and are forfeited.***
- Tuition credits/Vouchers are **NOT** transferable between families.
- A sample and description of the Tuition Credit Statement and Voucher can be found on Pages 5 and 6.
- Any questions can be directed to the School Office at 412-833-0223.

# SCRIP

**NOTE:** This documentation does NOT apply to purchases made through the Food For Thought program. Tuition credit for those purchases will be handled separately through St. Valentine's Church. Questions regarding that program and the associated tuition credits should be directed to them.

- Gift cards are purchased at face value and spend at face value; since SKDS purchases the Gift Cards at a discount, we make a profit.
- The discount varies among merchants, but ***75% of the profit earned on each purchase made by a school family or on behalf of a school family can be used to offset tuition, including SKDS Pre-school tuition (both locations).***
- Scrip purchases covered under the SKDS tuition credit program can be purchased at:
  1. All St. Germaine, and select Nativity Weekend Masses;
  2. The SKDS School Office (list of cards available on Page 11);
  3. Or order by submitting a paper order form, or an on-line order at [www.shopwithscrip.com](http://www.shopwithscrip.com). See Pages 8 and 9 for details on ordering Scrip.

***Checks are to be made payable to 'St. Katharine Drexel Food Fund'.***

- When purchasing or ordering Scrip, or someone purchases/orders on your behalf, the Family's name must be given to the Seller, entered on the paper order form, or written on the Confirmation Order sheet when ordering on-line.
- Scrip tuition credit information is accumulated, and statements are sent home monthly along with a Voucher that can be used to reduce any tuition payment during the school year. A sample and description of the Tuition Credit Statement and Voucher can be found on Pages 5 and 6.
- Any questions can be directed to the School Office at 412-833-0223.

# MARKET DAY

- Market Day is a monthly program that offers families the opportunity to support our School by purchasing delicious, high-quality foods. Orders can be placed by completing and returning the paper Order Form to the School Office or on-line at [www.marketday.com](http://www.marketday.com).
- ***5% of the total of each order made by a school family or on behalf of a school family can be used to offset tuition, including SKDS Pre-school tuition (both locations).*** Tuition credits are granted only on orders that have been paid for and picked up.
- When ordering Market Day, or someone orders on your behalf, the name of the Family to receive the Tuition Credit from the order must be provided by either:
  1. Writing '**Credit (Family's name)**' on the paper order form
  2. Or, for on-line orders, entering '**Credit (Family's Name)**' in the 'Message to Chairperson' area accessed from the Confirmation page after the order is placed.
- Market Day tuition credit information is accumulated, and statements are sent home monthly along with a Voucher that can be used to reduce any tuition payment during the school year. A sample and description of the Tuition Credit Statement and Voucher can be found on Pages 5 and 6.
- ***The Market Day Tuition Credit program applies only to Market Day orders placed through the SKDS Market Day program (account number 10732).***
- Any questions on the SKDS Market Day program can be directed to Chairperson Myra Haas at 412-835-7438.

# TUITION CREDIT STATEMENT

(Refer to attached sample)

The **SKDS TUITION CREDIT STATEMENT** contains 7 columns:

1. **DATE** – Date on-hand Scrip was purchased, date on-line Scrip order was placed, or date of Market Day Sale pickup.
2. **FAMILY NAME** – Name of family receiving the Tuition Credit.
3. **PURCHASER** – Name of person who purchased/ordered Scrip or Market Day.
4. **MERCHANT** – Name of Scrip purchased (Giant Eagle, Wendy's, etc.) or 'Market Day' for Market Day orders.
5. **AMOUNT** – Dollar amount purchased for the listed Merchant on the associated date or the total order amount for Market Day orders.
6. **%** - Total percentage of purchase amount earned by the School as profit for the associated purchase.
7. **CREDIT** – Portion of the School Profit that can be credited against tuition. The calculation for **CREDIT** is :

- For Scrip purchases: **(AMOUNT x %) x .75**
- For Market Day purchases: **(AMOUNT x %) x .5**

The **CREDIT** column has subtotals for the amount of Scrip and Market Day credit earned, and a grand total of the two, which is the total Tuition Credit earned for the period.

# TUITION CREDIT VOUCHER

(Refer to attached sample)

The **SKDS TUITION CREDIT VOUCHER** contains 3 pieces of information:

1. The name of the family that earned the Tuition Credit
2. The month and year in which the credit was earned
3. The total amount of tuition credit earned for the period

**THIS VOUCHER MUST ACCOMPANY YOUR TUITION COUPON AND  
PAYMENT IN ORDER TO CLAIM THE CREDIT.**

**ST. KATHARINE DREXEL SCHOOL TUITION CREDIT STATEMENT  
JULY 2009**

7/3/09	Doe	Doe	Giant Eagle	\$0.00	0.0%	\$0.00	<b>DA TE FA MIL Y NA ME PU RC HA SER</b>
7/3/09	Doe	Doe	Sheetz	\$0.00	0.0%	\$0.00	
7/3/09	Doe	Doe	Wal Mart	\$0.00	0.0%	\$0.00	
7/3/09	Doe	Doe	Walmart's	\$0.00	0.0%	\$0.00	
7/17/09	Doe	Doe	Giant Eagle	\$0.00	0.0%	\$0.00	
7/17/09	Doe	Doe	ShopNSave	\$0.00	0.0%	\$0.00	
7/17/09	Doe	Doe	Wal Mart	\$0.00	0.0%	\$0.00	
						\$0.00	
7/23/09	Doe	Doe	Market Day	\$0.00	0.0%	\$0.00	
	<b>Doe Total</b>					\$0.00	
						\$0.00	

**SAMPLE ONLY**

**MERCHANT                      AMOUNT                      %                      CREDIT**

**SAINT KATHARINE DREXEL SCHOOL TUITION CREDIT VOUCHER**

**SAMPLE ONLY**

Doe                      Jul-09                      \$0.00

*Please return this voucher with your Tuition Payment Coupon and check. Keep attached statement for your records.*

# MAXIMIZE YOUR TUITION CREDIT

Here are some tips for maximizing your tuition credit:

- Gift cards purchased through our program for **Kohl's** can be used at the store to pay on charge account balances. NOTE: Currently this is the only department store that will allow Gift Cards to be used to pay on charge balances.
- Need a gift card in a hurry? Use your **Giant Eagle** Gift Cards to purchase the Gift Card(s) you need. You'll get tuition credit and FuelPerks!
- Plan ahead – having a Birthday party at **Build-A-Bear** or **Chuck E. Cheese**? Order Gift cards in advance and use them to pay for the party. Will you be traveling? You can order Scrip for **Hotels, Gas, Rental Cars** and some **Airlines**.
- Order Gift Cards for **CVS, Walgreen's, or Rite Aid** to pay for prescription medication.
- Volunteer to sell Scrip at St. Germaine or Nativity weekend Masses. Sellers get to claim tuition credits for any purchases made by customers that are not School Families, or do not indicate the name of a School Family to receive the tuition credit.

# ORDERING SCRIP

## 1. PAPER ORDER FORM:

- Paper order forms can be obtained from the school office, or can be downloaded and printed off of the school website. An order form is attached to this document.
- The form lists some of the most popular gift cards, but it can be used to order anything that GL Scrip carries. Go to [www.glscrip.com](http://www.glscrip.com) for a complete list of participating retailers, and just write in the information for the card(s) you want to order in the 'Misc. Not Listed' section.
- Fill out form completely, and submit to the School Office with complete payment, either cash or a check made out to '**St. Katharine Drexel Food Fund**'.
- Any questions can be directed to the School Office at 412-833-0223.

## 2. ON-LINE ORDERING:

- Scrip can be ordered on-line via the ShopWithScrip program on the [www.shopwithscrip.com](http://www.shopwithscrip.com) website.
- The first step is to register, set up an account, and designate the non-profit organization that you wish to associate your account with. Refer to the card attached to this document for the SKDS Enrollment Code.
- Once set up, you can use your account to place orders anytime from any computer. Once your order is completed, a Confirmation Sheet will appear. ***YOU MUST PRINT THIS CONFIRMATION SHEET.*** Indicate on the Confirmation sheet: (1) the name of the family to receive the tuition credit for the order, and (2) your desired delivery method (options are the same as for orders submitted on the paper order forms).
- ***SUBMIT THE CONFIRMATION SHEET ACCOMPANIED BY FULL PAYMENT TO THE SCHOOL OFFICE*** (cash or check made out to **St. Katharine Drexel Food Fund**, unless the order is pre-paid on-line using PrestoPay). See Page 10 for more information on pre-paying for orders on-line using the PrestoPay system.

- Complete, detailed instructions for on-line ordering can be found in the Family User Guide that can be downloaded or printed from the ShopWithScrip Website.
- Any questions can be directed to the School Office at 412-833-0223.

### **3. GENERAL ORDERING INFORMATION:**

- Orders are compiled and placed once per week by SKDS.
- ***Paper order forms and Confirmation sheets must be received by 9:00 am on Tuesday to go into that week's order.*** Orders are generally placed on Wednesday's, and are available for pick-up in the SKDS School Office or sent home the following Wednesday.
- Orders will be placed every Wednesday, September through the end of May, **EXCEPT** for the following:
  - November 25, 2009**
  - December 16, 2009**
  - December 23, 2009**
  - December 30, 2009**
  - March 31, 2010**
- Scrip is ordered once per month in June, July, and August. The specific schedule of order dates for the summer months will be available in May.
- Any questions can be directed to the School Office at 412-833-0223.

# PRESTO PAY

- PrestoPay is a system that allows ShopWithScrip customers to prepay their ShopWithScrip orders on-line with electronic deductions from the customer's bank account.
- Once set up, PrestoPay will be the default payment method whenever a ShopWithScrip order is placed. However, you can override this and pay by cash or check.
- Sign up for PrestoPay from the ShopWithScrip Website by clicking on the prompt that asks if you'd like to learn more about PrestoPay, and then following the on-line instructions.
- You will not be able to use PrestoPay for at least 72 hours after signing up as your bank account information must be verified. This is done with two small deposits (pennies) to your account, which will be deducted back from your account at a later date.
- Once the bank account information is verified, you are set up on PrestoPay and ready to use it.
- Information and complete instructions on PrestoPay can be found in the Family User Guide that is located on the ShopWithScrip Website.

## PLEASE NOTE THE FOLLOWING:

- 1. *There is a small convenience fee that will be added to each order placed using PrestoPay (\$.39).***
2. Plan on the electronic deduction amount coming out of your account the same day the order is placed.
3. In the case of NSF, overdraft penalties and fees will be applied.

Any questions can be directed to the School Office at 412-833-0223.

# **SKDS GIFT CARDS AVAILABLE AT SCHOOL OFFICE**

**BARNES & NOBLE (\$10, \$25)**  
**BATH & BODY WORKS (\$10, \$25)**  
**BED BATH & BEYOND (\$25)**  
**BORDER'S (\$10, \$25)**  
**DICK'S SPORTING GOODS (\$25)**  
**EAT 'N PARK (\$10, \$25)**  
**GIANT EAGLE (\$10, \$25, \$50, \$100, \$250, \$500)**  
**ITUNES (\$15)**  
**KOHL'S (\$10, \$25, \$50, \$100)**  
**LOWE'S HOME IMPROVEMENT (\$25, \$100)**  
**OUTBACK STEAKHOUSE (\$25)**  
**PANERA (\$10, \$25)**  
**PIZZA HUT (\$10)**  
**RED LOBSTER/OLIVE GARDEN (\$25)**  
**SHEETZ (\$25, \$100)**  
**SHOP 'N SAVE (\$10, \$25, \$50, \$100)**  
**STARBUCK'S (\$10, \$25)**  
**SUNOCO (\$50)**  
**TOYS 'R US (\$20)**  
**WALGREEN'S (\$25, \$100)**  
**WAL MART/SAM'S CLUB (\$25, \$100)**  
**WENDY'S (\$10)**

**NOTE: We currently have a limited supply of JC Penney (\$25 & \$100) and f.y.e. (\$25) available at the School Office. Once this supply is depleted, these cards can only be obtained by a Scrip order.**