

# St. Joseph Jr. High School Scrip Program

## Frequently Asked Questions

**Q. How do I order cards from St. Joseph Jr. High School?**

A. Fill out an order form (print it off the school website), indicating how many of each card you would like. Send one check, money order, cash or credit card form for your total order along with your order form **in an envelope** marked with your child's name and "Scrip". If you are paying by check, Scrip orders must be paid with a **separate** check.

**Q. Can I use a credit card to order scrip?**

A. Yes, but there is a 2% user fee for each order (this is the charge we receive for processing your credit card). We accept MasterCard, Visa and Discover. A form will be sent home in September. It will also be available on our website

**Q. When will the school place orders?**

A. During the school year, we will place orders every Thursday by 11:00 a.m., starting in September (except when school is closed).

**Q. When will I receive my gift cards?**

A. The following Wednesday, cards will be sent home or can be picked up after 12:00 p.m. Please indicate your choice on your program enrollment form.

**Q. What if I forget to send my order before the school's weekly order is placed?**

A. Any orders received after the weekly order is placed will be placed the next order week.

**Q. How do I know how many credits I have?**

A. Each order form has the percentage for the retailers in the program, and the amounts available for gift cards. For example, for each \$100.00 gift card that generates a 5% credit, you will have \$5.00 in credit to be applied to your school tuition.

**Q. When can I use my credits?**

A. St. Joseph Jr. High School will apply credits to your tuition account on January 5<sup>th</sup> and June 5<sup>th</sup>. You will receive a statement at that time showing your balance, and any adjustments can be made then.

**Q. Can I have family members and friends order gift cards and apply those credits to my account?**

A. Yes you can! **Your friends and family place their orders with you and pay you directly.** You add their items to your order and send your personal check, money order, credit card or cash to cover your total order. In order to simplify our accounting, we cannot accept payment from other people on your behalf. When you receive the cards, you will then distribute them to friends and family.

**Q. Is there a limit of how much I can accumulate in credits?**

A. No. The more gift cards you purchase, the more credit will accumulate. The ultimate goal should be to cover all tuition for your child's education.

**Q. Can other people place orders directly with the school?**

A. Any families who wish to accumulate credits must place the orders. If others wish to purchase gift cards to support the school, they may call the main office to arrange for order placement and pickup.

**Q. Is there someone at school who can answer questions for me?**

A. Yes! Please call Janene Mathieu in the business office.