



St. Cecilia School and Parish SCRIP Policies and Procedures

1. Custom orders will only be accepted through the online service. No paper orders will be accepted through the school office, you can however place them in the Parish office on Mondays. The preferred method is for those orders to be paid for through the PrestoPay service offered by the online service, but payment can be dropped off in the Parish Office on Mondays. SCRIP orders are not processed when there is no school on Fridays. You may place and pay for online orders anytime. All orders submitted before Monday 5pm will come home Friday, PSR that weekend, can be picked up in the Parish office or picked up at Mass that following weekend at the SCRIP table. Only exception is if there is a holiday on Friday that would close the school/parish office then **no SCRIP orders will be placed.** Please plan accordingly.
2. If the wrong pre-paid cards are ordered, there is a 25% restocking fee plus postage to return them to our supplier. Please check your order carefully, there are no exceptions.
3. Filled orders will be delivered as indicated in the delivery method line on the order page of the online service unless other arrangements are made with the SCRIP coordinator. You may also indicate that you would like to pick it up at mass or the parish office.
4. Once an order is delivered to the student, The St. Cecilia SCRIP program and its volunteers cannot be held responsible for lost/stolen/misplaced orders.
5. The reimbursement will be assigned to the purchaser's family tuition reduction account unless the purchaser chooses to apply these funds toward another participating St. Cecilia school or preschool family, a St. Cecilia PSR student, the St. Cecilia Parish general fund, the St. Cecilia Preschool general fund, the St. Cecilia School general fund, the St. Cecilia PSR general fund, the RCIA program, the Bereavement committee, St. Vincent de Paul Society, the Garden Club, other religious education or other pastoral care groups. Please indicate on your account- this is a **per year assignment.**
6. Families withdrawing their children from the St. Cecilia School, Preschool or the PSR program will have their accumulated SCRIP funds transferred to the St. Cecilia General Fund. Any family earning the entire tuition fee will have any additional earned reimbursement applied to the General Fund.
7. Each participating St. Cecilia Family will receive a status report every March outlining their accumulated reimbursement to date. The SCRIP fiscal year runs January 1st to December 31st and is applied to the following school year tuition.
8. The programs included under SCRIP (pre-paid cards) are offered to the families of St. Cecilia to help reduce the burden of rising tuition costs, to be applied the Parish General Fund or to any Parish Group. These programs are completely voluntary with no obligation to participate.