

St. James Home & School Association Scrip Rebate Election, Procedures & Rules

1. Administrative Fee/Allocable Rebates: For administering the scrip program, the St. James Home and School Association SCRIP program will retain the first \$25 of allocable rebates received from your scrip purchases as an administration fee. The election below applies to rebates after this \$25 administrative charge, or "allocable rebates."

2. Minimum Rebate: You must accumulate \$25 of rebates before your election will take effect. "Allocable rebates" *will not* include the first \$25 of rebates earned. If your SCRIP purchases generate less than \$25 of allocable rebates during the SCRIP program year, no amount of your rebates may be allocated and this election is null and void. No exceptions will be made.

3. Charitable Contribution or Tuition Credit: A rebate election is required if you wish to receive a charitable contribution for your rebate allocation (donate to school tuition assistance fund) or if you wish to allocate your rebate to a specific student's tuition account.

4. Rebate Retention: If you do not make an affirmative election regarding your SCRIP ORDERS, all rebates on your Scrip orders will be retained by St. James Home and School Association and distributed to the St. James School Scholarship Program.

5. Charitable Contribution Acknowledgement: With respect to your charitable contributions, if your scrip activity qualifies, St. James H&S will provide you with all required acknowledgements under sections 170(f)(8) and 170(f)(17) of the Internal Revenue Code within 60 days after the completion of the scrip year (May 31).

6. Accumulated Rebate Accounting: You may request an accounting of your accumulated rebate at any time during the SCRIP program year. Please contact the SCRIP coordinator and allow 1 week to compute your accumulated rebates. Accumulated rebate reports are also available any time by logging into your account at www.shopwithscrip.com.

I agree to participate in the St. James Home and School scrip program which allows me to purchase scrip. The scrip I purchase through the program generates rebates from the participating retailers. I agree to apply our accumulated rebates as follows:

- donate _____% of my allocable rebate to St. James School Scholarship Fund
- allocate _____% of my allocable rebate to a tuition account as follows:

Family/Student Name: _____

I have read and understand the program rules and procedures listed above and I agree to abide by these policies. I agree to indemnify H&S against any loss incurred in connection with there being insufficient funds in my account to cover the checks or ACH transfers I issue to pay for my scrip. If a check or payment is returned for nonsufficient funds, the SCRIP program will charge a \$30 NSF fee and require cash payment of that along with the NSF amount. H&S makes no representations or warranties of any kind with respect to the scrip. This agreement can be terminated by either of us upon 60 day's advance notice to the other party.

Please sign and date below to indicate your acknowledgement of this agreement

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Address: _____

Email Address: _____