

### **Policies for Freeman Academy TRIP Program**

1. TRIP orders will be processed every other Friday. It is up to your discretion how often you place an order.
2. Families will receive 75% of the margin and Freeman Academy will retain 25% for administrative costs.
3. Credits will be indicated on the packing slip included with the filled order. Any discrepancies must be brought to the attention of the TRIP Coordinator within 45 days of the statement date. Accumulated credits are posted to tuition accounts twice a year, in May and December, unless you elect to hold them until a future posting.
4. Freeman Academy offers TRIP as a promotion for the education of students at Freeman Academy. Therefore, the money collected on your account will only be paid to FA for tuition reduction. If your children no longer attend FA, the monies held under your account can be:
  - a. Credited to your outstanding tuition balance
  - b. Credited to another family's tuition
  - c. Credited to the General Tuition Assistance Fund
  - d. Saved for future tuition
5. These gift certificates/cards are just like cash. Once your order is picked up, you are responsible for lost, stolen, or misplaced certificates/cards. Neither Freeman Academy nor the TRIP program will be held responsible.
6. Gift cards have varying expiration dates from three months to one or two years or no expiration date at all. It is the responsibility of the purchaser to keep track of the expiration dates of the certificates. See the back of the cards for more details.
7. A "Disclaimer of Responsibility Form" must be signed for orders to be released to your student or other individual.
8. Drop off/pick up location: **Orders are due** in the Freeman Academy Business Office or on-line by 12:00 noon on the scheduled Friday. **Filled orders** can be picked up between 11:00 a.m.-12:00 noon on the following Friday in the Business Office.
9. Anyone writing a Non-Sufficient Fund check will incur a fee of \$25.00 to be paid to the FA TRIP Account. After two NSF checks are tendered on your TRIP Account, only money orders or cashier checks, **no further personal checks**, will be accepted for payment.
10. In case a store would close and you have cards or certificates that are not redeemed, it is not FA or the TRIP program's responsibility to refund you.
11. Register at [www.glscrip.com](http://www.glscrip.com) to receive updates on national businesses sent to your email address.