

Regina SCRIP Program Rules and Guidelines

ONLINE ORDERING: Regina participates in the efficient online ordering system called ShopWithScrip! Here's how it works:

1. Register your family @ www.shopwithscrip.com Enrollment code: **7A2B4LDA4992**. This is the De La Salle Enrollment Code which is also used for Regina families.
2. Select the merchants you would like to order SCRIP from and submit your order.
3. Pay by PrestoPay or enclose payment in an envelope marked "SCRIP" and turn it into the Regina School Store. Check payments made out to DLS SCRIP.

PAPER ORDERS: Families are encouraged, but not required to order on-line.

1. Paper orders can be placed by turning your order into the Regina School Store, in an envelope marked "SCRIP".
2. We will also accept orders via email, telephone or fax.
3. If you would like to see if we have your order available "On-Hand", please jot us a note on the envelope.

All Orders due no later than Monday at 3 p.m. for distribution on Thursdays, from 2 – 3 p.m. in the De La Salle commons (14600 Common Rd, Warren, 48088), where we will also sell "On-Hand" SCRIP. If you are unable to pick up your SCRIP at that time, orders will be taken to the Regina School Store to be picked up at your convenience during store hours.

*Regina SCRIP Enrollment and SCRIP Release Form must be filled out, signed and turned in prior to orders being released to you or sent home with your student.

*75% of the revenue generated by your order will be applied to your tuition. The remaining 25% is used for program expenses.

*SCRIP is credited to your tuition account annually. SCRIP purchased will be applied to the following year's tuition. Parents of senior students will receive a check, providing tuition has been satisfied.

*SCRIP certificates are purchased on your behalf and are NON-TRANSFERABLE and NON-REFUNDABLE.

*Due to volume of orders, please consolidate orders from family and friends onto ONE order form whenever possible.

*SCRIP purchases are NOT tax-deductible.

*For the most accurate information, please use the most current SCRIP Order Form.

*Picking up SCRIP requires a signature. When you do pick up SCRIP, please open it and verify its accuracy. In the unlikely event you should find a discrepancy in your order, please contact the De La Salle SCRIP Coordinator within 24 hours.

*SCRIP certificates are considered cash and should be handled accordingly. De La Salle SCRIP will not be responsible for certificates that are lost, stolen or misplaced while in your possession.

*Check payments returned due to non-sufficient funds (NSF) will incur a \$36 fee payable to De La Salle SCRIP.

**For questions regarding SCRIP, please contact
De La Salle SCRIP Coordinator Liz Engel**

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