

HSB TRIP Program

T.R.I.P. stands for **TUITION REDUCTION INCENTIVE PROGRAM** and is offered by HSB, Inc. to families in West Michigan. TRIP is committed to reducing educational costs to parents. Gift cards/certificates are sold at face value to families who participate in the TRIP program. The discount that is earned is then passed on to the participating families. HSB, Inc. retains 25% of your gross profit to help offset processing expenses. The amount deposited in each family's account is updated quarterly and may be used for:

- **Gift card for the HSB Bookstore/Second Mouse Finds Used Bookstore**
- **Program fees for approved organizations**
- **HSB fees: Table/space rental at HSB events, student IDs, room rental costs**
- **Or donate your TRIP earnings to HSB, Inc.!**

Please Note: If your account is inactive for one year and we are unable to contact you – any funds in your TRIP account will be absorbed by the TRIP program to help other families.

HOW IT WORKS:

Instant TRIP

Instant TRIP is available in the HSB Office daily during regular business hours. Many popular gift cards/certificates are kept on hand and are available for immediate purchase. For a complete list, check out the Instant TRIP order form. Instant TRIP is available on a first come first served basis.

All purchases of gift cards/certificates must be accompanied by cash or a check made payable to HSB TRIP. Payments are not tax-deductible because participants receive a dollar for dollar value for their purchase. Please note that checks are cashed immediately.

ONLINE at www.ShopWithSCRIP.com

After turning in your registration form you will receive an email to complete your online account set-up. The next step is to sign up for PRESTOPAY. Once this step is completed you may begin placing orders online. Already have an account? Add us as a non-profit! Call the HSB Office for our enrollment code.

There are several different online options:

1. SCRIPNOW – offers the ability to purchase online and print off your certificate to use at store or online. You must pay with PRESTOPAY!
2. RELOADS – certain vendors will allow you to save your physical gift cards and reload them online. Again, you must pay using PRESTOPAY. Reloaded amount will appear on your card once the transaction is completed.
3. You may place a scheduled/weekly order online and either use PRESTOPAY or check to pay for your order. We must receive your payment before the order is placed.
4. Instant TRIP is **not available online** - Only in the HSB Office. Instant TRIP is available on a first come first served basis.

Please Note: SCRIPNOW and RELOADS do not require you to come to the office. However, you must have initially purchased a physical gift card from our TRIP program in order to reload it. You are required to use PRESTOPAY for both SCRIPNOW and RELOADS.

Weekly Orders

You may order gift cards/certificates from the HSB TRIP program for participating stores you are planning to make purchases from. Gift cards/certificates are then ordered and available for pick-up within one to two weeks, depending on when you placed the order. You must place your weekly TRIP order **before 12:00 p.m. on Wednesday** in order to pick it up the following Tuesday after 12:00 p.m. All orders placed after noon on Wednesday will take two weeks to be processed.

You may place orders online at shopwithscrip.com for physical gift cards. We treat these orders as weekly orders. Same day/time deadlines apply. You may choose to pay with PrestoPay, credit card, or with a check. Any order submitted without payment will not be placed. Please Note: Credit card payments are only accepted for online orders.

About the Gift Cards/Certificates

Gift cards/certificates are the same as cash. HSB, Inc. will not accept responsibility for lost or misplaced gift cards/certificates. For Instant TRIP orders, you will be required to check and initial your order form. If you are picking up a Weekly order, you will be required to verify/sign for the accuracy of your order prior to leaving. By leaving the HSB Office, you are confirming your order as accurate and absolving the HSB staff of any liability. The HSB TRIP Program cannot give refunds or do exchanges on filled and approved orders. We also cannot reimburse for gift cards/certificates from vendors that go out of business or for expired product.

Rebate Reimbursement

To request your rebate earnings, you may fill out a Reimbursement Request Form and return it to the HSB Office. To check your available balance, you may either come into the office or call during regular business hours. Reimbursement requests are generally completed within a week's time. You may request funds up to one time per month. The minimum amount that may be requested is \$5.00. Gift card requests to be used in either of our stores can be filled same day.

The HSB Office is Open:

September - May: Monday-Friday 9-4

June - July: Monday-Thursday 10-4

August: Monday-Friday 10-4

616-532-9422 x4

HSB TRIP Registration Form

Last Name: _____ First Name: _____

Spouse's First Name (if applicable): _____

Phone Number: _____ Cell: _____

Address: _____ City: _____ Zip: _____

Email: _____

Username (required for online account set-up) : _____

Direct my portion of the rebate to:

My Family Trip Account

Donation to HSB, Inc.

Disclaimer:

I (We) authorize the HSB TRIP Program to release my completed order to my child
(name(s)) _____

or, otherwise noted party: _____.

I agree to check my order before completing the sign out sheet. I will not hold the HSB TRIP Program,
nor HSB, Inc., responsible for any orders made in error, lost, misplaced or stolen.

Vendor denominations, percentages donated, or availability may change without prior notification.

I have read and understand the HSB TRIP program guidelines and will abide by these policies.

X _____ Date: _____

If you have any questions, please call the HSB Office at 616-532-9422 x4

Office Use Only: (form revised 1/13/20) Date _____ Approved and entered by _____