

# HSB TRIP Program

TRIP 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 monthly 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](http://www.ShopWithSCRIP.com) OR download the mobile app RaiseRight

After turning in your registration form you will receive an email to complete your account set-up. Your online login will be the same as your app login. The next step is to sign-up for online payments. 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 online options:

1. eGift Cards – offers the ability to purchase online and print off your certificate to use in store or online.
2. Reloadable Gift Cards – certain vendors will allow you to save your physical gift cards and reload them online. The card must have been purchase through Shopwithscrip in order to reload it.
3. Physical Gift Cards - You may place an online order for physical gift cards and either use online payment or check to pay for your order. We must receive your payment before the order is placed. Gift orders placed through the app can be shipped to you home for a fee.
4. Instant TRIP is **not available online** - Only in the HSB Office. Instant TRIP is available on a first come, first served basis.

### **Weekly Orders**

In addition to Instant TRIP, you can shop an extended list of vendors and receive your order within one to two weeks, depending on when you placed the order. Weekly orders may be placed at the HSB Office, online at [shopwithscrip.com](http://shopwithscrip.com) or through the app. You may choose to pay with online payment, credit card, or with a check. Any order submitted without payment will not be placed. Please Note: Credit card payments are only accepted orders placed online or through the app.

### **About the Gift Cards/Certificates**

Gift cards/certificates are the same as cash. HSB, Inc. is not responsible for lost or misplaced gift cards/certificates. When picking up orders from the HSB office, you will be asked to check your order for accuracy. 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 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.

Please contact our Office to hear our current hours. We are open year-round!

# 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 11/6/20) Date \_\_\_\_\_ Approved and entered by \_\_\_\_\_*