

HSB T.R.I.P.

T.R.I.P. stands for **TUITION REDUCTION INCENTIVE PROGRAM** and is offered by the HSB to homeschoolers of West Michigan. TRIP is committed to reducing educational costs to homeschooling parents. Certificates/gift cards 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. The HSB retains 25% of your gross profit to help offset processing expenses. The amount deposited in each family's tuition account is updated quarterly and may be used at any time for home schooling expenses at the following programs or services:

- **HSB Bookstore Gift Card**
- **Program fees for classes offered at the HSB**
- **Other HSB Fees including: HSB Used Booksale & Room Rental Costs**
- **Or donate your TRIP earnings to the HSB!**

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 reabsorbed by the TRIP program to help other families.

HOW IT WORKS:

Instant TRIP

Instant TRIP is available in the HSB Office daily M-F. Many popular certificates are kept on hand and 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 certificates must be accompanied by cash or a check made payable to: HSB TRIP. The checks are not tax-deductible because participants receive a dollar for dollar value for their certificate purchase. The back of the checks will be stamped: "HSB TRIP Non Tax-deductible." Please note that the 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 will be ready to place orders online.

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 – you may now 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 complete.

Please Note: Options 1 and 2 do not require you to come to the HSB. You must have purchased a gift card from the HSB TRIP program in order to reload it. You are required to use PRESTOPAY for both SCRIPNOW and RELOADS.

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.

Weekly Orders

You may order certificates from HSB TRIP for the participating stores you are expecting to make purchases from. The certificates are then ordered and are available for pick-up within one to two weeks, depending on when you turn in your order. For example, a family must place their weekly TRIP order **before 12:00 p.m. on Wednesday** in order to pick up their certificates 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 would treat these orders as weekly orders. Same day/time deadlines apply. Orders must be placed before 12:00 p.m. on Wednesday to receive them the next Tuesday after 12 p.m. You may choose to pay with PrestoPay or with a check. We **MUST** receive your payment before we place the order. Any order submitted without payment will not be placed.

About the Certificates

The certificates are the same as cash. Neither HSB, nor the HSB TRIP committee will accept any responsibility for lost or misplaced certificates. You will be required to sign off each time you pick up your certificates. By leaving the HSB Office (with gift cards and having signed for them), you as the customer are confirming your order as accurate and absolving the HSB staff of any liability pertaining to your order.

It is possible that some Department Stores may allow you to use your store credit card to make your purchase, and then use your certificates to pay your store bill. However, be sure to check with the store you shop at to see if you can pay their credit card bill with certificates (i.e. Kohl's). This is important as the HSB TRIP committee cannot give refunds or take back any certificates. The HSB TRIP committee will not reimburse parents for expired certificates, or certificates from vendors that go out of business.

Tuition Reimbursement

A TRIP Tuition Reimbursement Request Form must be filled out and returned to the HSB Office. To find out the amount in your account you can either come into the office and check in the back of the TRIP sign-out book or call the Office at 616-532-9422. Once you fill out a Tuition Reimbursement form it will take roughly a week to fill your request. You may request funds no more than once a month, at anytime during that month. The minimum amount that may be requested is \$5.00.

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 the HSB

Disclaimer:

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

or, otherwise noted party: _____.

I will not hold the HSB TRIP Committee, nor the HSB (HSB, Inc.) responsible for any errors/lost/misplaced/stolen certificates.

X _____ Date: _____

I agree to check my order before signing the sign out sheet. By signing the sign out sheet I release responsibility of certificate error. I understand that many stores require full use of certificate amounts and therefore, change may not be given. Certificate dollar amounts, percentages donated, or availability may change without prior notification.

I have read and understand the HSB TRIP program policies and will abide by the general policies of the TRIP program.

X _____ Date: _____

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

Office Use Only: (form revised 6/21/16) **Date** _____ **Approved and entered by** _____