



Voucher Incentive Program Information & Guidelines

- 1. Tax Receipts.** Tax receipts are not issued on VIP purchases. The actual donation is being made by the stores offering the rebate.
- 2. Participating Families.** Participating families will receive periodic reports detailing your tuition credits. If there is any discrepancy in the account information, it must be brought to the attention of the VIP coordinator within 30 days of the report date.
- 3. VIP Fiscal Year.** VIP rebates will be calculated from June 1 to May 31 each year. Tuition credits will apply to the following year's tuition, and will appear on the Tuition Payment Plan form which is sent out annually at the beginning of June. There is no limit to the amount of tuition credit that may be earned each year.
- 4. Future Family.** Families who wish to plan for the future education of their children at SCCS can also earn tuition credits. SCCS will hold the credit earned until enrollment in the school. *VIP tuition credits do not guarantee placement of a child at the time of enrollment. Admission procedures and policies will be followed at that time.*
- 5. Payment.** Payment by cheque for VIP purchases is preferred. Please make all cheques payable to SCCS with VIP in the memo line.
- 6. VIP tuition credits have no cash value.** At no time will cash be paid out, nor will refunds and/or gift certificates be issued for unused tuition credits. If tuition credits have been earned by a family who will not have a child at SCCS for any reason the following year that family may, in writing, direct how SCCS is to allocate those funds. If no written instructions are received by the affected family by June 30 of that year, the unused credits will be allocated to TAF.
- 7. Changing VIP credit allocations.** Due to the high administrative demands of the VIP program, changes to VIP rebate allocations will only be permitted once per year, using the Voucher Incentive Plan Family Registration Form. Reallocation will take effect the next fiscal year (i.e. June 1).

Future families who do not participate in VIP for two years will be considered inactive and will be contacted regarding their intentions. If no written reply is received within 60 days of contact, all tuition credits earned will be transferred to the Tuition Assistance Fund (TAF).

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8. **Lost Certificates.** Gift cards/certificates are just like cash. SCCS is not responsible for lost, stolen or misplaced card/certificates once they are in your possession. You are deemed to be "in possession" once your designated child has signed that he/she has received your order.
9. **School Closure/Absent Students.** If the school is closed for any reason on a regularly scheduled VIP delivery day, that delivery will occur the next possible school day. If the designated student is absent from school on a regularly scheduled VIP delivery day, your order will be held at the office for pickup, or until further instructions have been received by the parent.
10. **Expired Certificates & Cards.** Gift cards/certificates may have an expiry date on them. See the back of your gift cards/certificates for specific expiry information. SCCS is not responsible for gift cards/certificates not used before the expiry date.
11. **NSF.** There is a \$25 fee for cheques that are returned by the bank for any reason. No new orders will be processed on this family account until the account is paid in full. After two cheques are returned by the bank for any reason, the account will be considered a "cash only" account; no further personal cheques will be accepted for VIP purchases.
12. **Cheque accuracy.** If a cheque is found to have an inaccuracy (date, missing signature, incorrect amount, etc) you will be notified and asked for a replacement cheque. You will not receive your order until the replacement cheque is received and the account is paid in full.
13. **Substitutions.** There may be occasions that VIP has insufficient quantity of gift cards/certificates in the requested denominations. VIP will substitute cards of the same store with different denominations. The VIP coordinator will not substitute certificates/cards with those of a different store unless instructed to do so by you.
14. **Sold Outs and Back Orders.** VIP does its best to supply all order requests, but there may occasionally be sold out or backorder situations. If this should affect your order, you will be contacted, and you will receive first priority for order filling with the next shipment of gift cards/certificates.

Please contact us if you have any questions! The VIP coordinator can be reached at vip@sccs.ca or by leaving a message at the school office (519-245-1934).

These guidelines are reviewed annually by the Finance: Development & Planning Committee. Last review date: August 2012.