

## Policies for Freeman Academy TRIP Program

1. Families will receive 75% of the rebate and Freeman Academy will retain 25% for administrative costs.
2. Credits are indicated on the packing slip included with the filled order. Any discrepancies must be brought to the attention of the TRIP Coordinator within 45 days of the statement date.
3. Accumulated credits are calculated twice a year – in May and November. Credits can be posted to tuition accounts in May, July or November or may be held until a future posting.
4. Freeman Academy offers TRIP as a promotion for the education of students at Freeman Academy. Therefore, the money collected on your TRIP account will be paid to FA only for tuition reduction. If your children no longer attend FA, the monies held under your account can be:
  - a. credited to another family's tuition
  - b. credited to the General Tuition Assistance Fund
  - c. saved for future tuition
5. TRIP orders for physical national cards and all local merchants will be processed every other week. It is up to your discretion how often you place an order.
6. These gift certificates/cards are just like cash. Once your order is received, you are responsible for lost, stolen, or misplaced certificates/cards. Neither Freeman Academy nor the TRIP program will be held responsible.
7. Gift cards have varying expiration dates from three months to one or two years or no expiration date at all. It is the responsibility of the purchaser to keep track of the expiration dates of the certificates. See the back of the cards for more details.
8. In case a store would close and you have cards or certificates that are not redeemed, it is not FA or the TRIP program's responsibility to refund you.
9. A "Disclaimer Form" must be signed for orders to be released to your student or other individual.
10. Anyone writing a Non-Sufficient Fund check will incur a fee of \$30.00 to be paid to the FA TRIP Account. After two NSF checks are tendered on your TRIP Account, only money orders or cashier checks, **no further personal checks**, will be accepted for payment.
11. Register at [www.raiseright.com](http://www.raiseright.com) to receive email updates on national businesses.