



## **Newman Catholic Schools** **SCRIP GENERAL GUIDELINES**

### ***How do I order Scrip?***

Scrip may be ordered in a variety of ways: (See Scrip brochure for ordering instructions).

- enter order online at [www.shopwithscrip.com](http://www.shopwithscrip.com) – if picking the scrip up at your student's school, send the confirmation order form with payment to your student's school on Monday.
- call in your order to the Scrip Office. (Phone # 715-842-4805 opt. 2)
- Scrip is ordered from a national vendor (Great Lakes Scrip) on Mondays. Pre-order by Monday before 10:30 a.m. Orders are usually received on Wednesday (not guaranteed) of the same week and ready for pick up after 12:00 p.m. at the Scrip Office.
- create a standing order to be filled weekly, bi-monthly or monthly.
- visit us personally at Newman Catholic Schools Scrip Office, 619 Stark Street, Wausau (NCS Central Office)

### ***Can my student bring my Scrip order home?***

Yes, a current school year Scrip Permission/Release form must be on file and your order must be prepaid before order will be given to your child.

### ***Is Scrip available for walk-in purchase?***

A minimal amount of inventory is available at NCS - St. Anne & NCS - St. Mark. A larger variety is kept at the NCS Scrip Office located at 619 Stark Street, Wausau. Come after 1:00 p.m. for the best selection.

### ***What are the Scrip office hours of operation?***

Monday, Wednesday & Thursday, 8:00 am – 4:00 pm. If there is no school or school is cancelled, the scrip office is closed. If there is no school on a Monday, the Scrip office will be open on Tuesday, Wednesday & Thursday.

### ***What method of payment is accepted?***

Cash or Check – made payable to NCS Scrip. NCS Scrip office may not **hold** checks for any reason. Due to processing fee costs, it is not profitable to accept credit cards for payment of Scrip.

### ***Can someone else purchase Scrip and credit my account?***

Yes - Please inform the Scrip office with tuition account holder's name. You may also donate it back to Newman Catholic Schools or any of our Parishes, as credit toward parish support of NCS.

### ***When do I have to pick up my scrip order?***

Order **must** be picked up by Thursday of the week it is placed or it will be returned to stock, except in the case of special orders.

### ***Are there any restrictions or guidelines on Scrip cards?***

Go to [www.shopwithscrip.com](http://www.shopwithscrip.com) – (Click Family View, Browse, All Categories, click on the gift card in question. Details on the usage of the gift card can be found by clicking on back, view larger.)

### ***When is my tuition credit issued?***

Credits are issued annually covering the period from April 1<sup>st</sup> thru March 31<sup>st</sup>.

If you pay tuition monthly, you will receive your credit in April / May.

If you pay tuition quarterly, you will receive your credit off your last payment.

If you pay tuition annually, you will receive your credit toward next year's statement.

**If you are moving out of the area or leaving Newman Catholic Schools**, any remaining SCRIP credit may be transferred to another NCS Family or supporting parish - notify the SCRIP office of your wishes.

**At the end of your youngest student's junior year**, we ask you to continue to support our program by crediting your parish, Newman Catholic Schools or any NCS family of your choice.

Monthly news and updates and hours of operation are available on the Newman Catholic Schools website at [www.newmancatholicschools.com/SCRIP](http://www.newmancatholicschools.com/SCRIP).