



ID CODE: \_\_\_\_\_  
For office use only

# Rockford Lutheran School SCRIP Enrollment Form

### RLS Program Rules and Guidelines

- 1) Each family will be provided a unique customer ID number. This number must appear on all orders you submit to ensure your purchases are accurately recorded.
- 2) All gift card orders must be accompanied by a check or money order made payable to: RLS - SCRIP. Do not send cash. Scrip gift card payments are not tax deductible because you receive dollar for dollar value.
- 3) If your check is returned because of non-sufficient funds (NSF), you will be charged a \$20 fee payable to Rockford Lutheran School. After two NSF checks are tendered on your account, your SCRIP ordering privileges will be limited to money order only.
- 4) At least once each quarter, Rockford Lutheran School will provide a summary of each participating family's purchases.
- 5) Participating families will receive 50% of their SCRIP order proceeds as a tuition credit. If you would like to designate your SCRIP order proceeds to another family or student (s), please list the names at the bottom of this form.
- 6) SCRIP gift cards are purchased on your behalf, and are not returnable.
- 7) SCRIP cards must be picked up by you or your designee on the scheduled pick-up date.
- 8) When you pickup your SCRIP gift cards, open your order and verify its accuracy. Your signature on the Order Pickup List will indicate you have received your order in its entirety. In the unlikely event you should find a discrepancy in your SCRIP order, please contact Rockford Lutheran School BUSINESS OFFICE within 3 business days.
- 9) SCRIP cards are the same as cash, and should be handled accordingly. Rockford Lutheran School will not be responsible for gift cards that are lost, stolen or misplaced while in your possession.
- 10) You must sign a WAIVER OF RESPONSIBILITY before certificates will be released to you or your designee. These forms will be kept on file.
- 11) Rockford Lutheran School accepts no responsibility for misplaced gift cards after they are picked up.

***This SCRIP program is a collaborative fundraiser of Rockford Lutheran School Academy CPTO, Rockford Lutheran Jr. & Sr. High School Booster Club, and the Rockford Lutheran School Business Office.***

|                |            |           |  |
|----------------|------------|-----------|--|
| First Name     |            | Last Name |  |
| Student Name   |            |           |  |
| Street Address |            |           |  |
| City           | State      | Zip       |  |
| Work Phone     | Home Phone | Email     |  |

Please list the family and/or students who will receive tuition savings from your SCRIP order: \_\_\_\_\_

*I have read and understand the policies and guidelines listed above, and I agree to abide by these policies.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_