

LANSING CHRISTIAN SCHOOL CART POLICY

CERTIFICATE ALLOWING REDUCTION IN TUITION

The Certificate Allowing Reduction in Tuition (CART) program is offered by the Parents Club of Lansing Christian School. As a school organization, we are able to buy certificates from brokers at a discount to sell at face value, thereby raising funds for the families of our school.

The certificates can be used, for the most part, like cash or a check at the participating stores. Some stores limit the amount of change that can be returned from a certificate purchase.

Charge accounts at Kohl's can be paid with gift cards. Gift cards are considered as cash and should not be mailed. Please use care when redeeming gift cards. If an error occurs or the card balance does not agree with your record, please keep ALL cards and use some other form of payment. You should then call the phone number on the back of the card to confirm the current balance of the card. Cashiers occasionally make errors when accepting your cards as payment. If this does occur, you must retain all the cards in order to verify the balance. Do not let the cashier keep cards that you are disputing the balance on. Lansing Christian can not verify a balance if a card has been kept by the store. Rarely are cards received from the broker with an incorrect balance. Make sure you keep your gift cards away from your cell phone because the cell phone can deactivate the cards. Lansing Christian School can not be held liable for the lost, stolen or misused cards.

The weekly CART orders will not be available for pick up until the order is processed completely and correctly. You may pick up your order at school. Once the order is signed for, it is considered complete and correct. Lansing Christian School can not replace lost, stolen or misused cards.

HOW DOES CART WORK AT LANSING CHRISTIAN SCHOOL?

1. A registration form must be completed and enclosed with your first order. The disclaimer section information is needed only if your child will be picking up your certificates at school and then bringing your certificates home. A new registration must be completed if any changes are made other than change of grade for already approved child(ren).
2. The account number on your order form will be an assigned LCS family number. Family or friends may help you with your tuition reduction by ordering certificates on your envelope and family number. All certificate orders for your number must be in **ONE envelope and all checks in the envelope must be made payable to Lansing Christian School CART**. Cash is accepted but please do not submit change. The checks are not tax deductible because you receive dollar for dollar value. *Please take care when writing checks to verify that the amount written is the same as the amount in numerical form.* Also, please be sure to sign your checks.
3. To order certificates, write the dollar amount of the certificates you wish to purchase on your weekly CART order envelope, total the order and enclose payment. Checks are preferred (made payable to LCS CART) but cash is also accepted. You may also purchase certificates at the CART store during normal hours on a first come first serve basis.
4. Monthly orders are due no later than Wednesday by 9:00 am and may be given to your child who may bring it to the school office. No late orders are accepted but will be held for the next month stated on the CART calendar which is distributed throughout the year or can be found on the school website. You do not have to place an order each month. Monthly CART orders are ready for pick up on Friday

after 12:00 pm. A new order sheet will be included. Orders may also be picked up from the school office during normal office hours by you or a designated child (see # 1).

5. CART store gift cards can be purchased at the CART store during its regular hours (Monday 8:30-9:00, Tuesday 3:15-3:45, and Friday 8:30-9:00 during the school year) on a first come first serve basis. Summer hours will be posted in May. If you are unable to come during those hours you can drop off a store form in the office at any time and the store will fill the order the next time it is open and they will return it to the office unless it is noted to give to a student on the form.

6. These gift certificates or cards are just like cash. Neither Lansing Christian School nor the Parents Club can accept responsibility for lost or misplaced certificates.

7. The percentage earned on each participating family's envelope and number will be held by the Parents Club and credited to your account on the next tuition statement following November 1 and May 1. A summary of your purchases and percentage earned will be given to you shortly after these dates. When ordering through the weekly orders you will receive your dollar amount earned from the previous order. If your tuition has been paid in full, your balance will be held over by the Parents Club.

8. CART is offered to promote Christian education. All parents and grandparents of children who are tentatively planning to attend Lansing Christian at the appropriate time are eligible to participate. Grandparents, former LCS parents, and employees of LCS may also participate in the program. However, money collected on your family account number will only be paid for tuition reduction at LCS or one other Christian school. If your child(ren) no longer attends Lansing Christian, you can make a request in writing to 1) have your payout sent to another Christian school, 2) assign your money to another LCS family, or 3) transfer your credit to the tuition assistance fund at Lansing Christian. All written requests must be received within 60 days of the time the child(ren) leaves LCS. If no request is received, the balance will transfer to the LCS tuition assistance fund. If you are a grandparent or supporter of another Christian school, you may request that your tuition credit be paid out to one other Christian school (see the enclosed information on a request for tuition payout to another Christian school).

9. Anyone writing NSF checks will incur a fee of \$30.00 to be paid to the Parents Club. After two NSF checks are tendered on your CART account, your account will become cash only. No further checks will be accepted for purchases or certificates.

10. If there is a change in the Monthly order routine due to holidays or days off, you will be notified through the LCS Rapid Read and through the CART calendar.

11. The "Voucher System" is an extension of LCS's CART program. Information concerning the description and usage of this system may be obtained in the school's office by picking up our voucher manual.

12. Percentages are subject to change without notice.

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