

## 2009-2010 DCA Dollars Enrollment Form

- 1) This form must be filled out and signed by the enrollee. It is imperative that every section be completed. Only 1 enrollment per household.
- 2) Each DCA family will be assigned a DCA Dollars family ID and others enrolling on your behalf will be assigned the same family ID. This ID is used to link credits earned from Scrip purchases and Kroger reloads to your child's tuition account.
- 3) You will receive an email confirmation that your DCA Dollars enrollment is complete and be given logon information for [www.shopwithscrip.com](http://www.shopwithscrip.com). **Do not delete or change the 4 digit family ID** attached to your last name in your shopwithscrip profile once your enrollment is complete.
- 4) Scrip orders must be placed online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Scrip orders may be paid for using PrestoPay online. If paying by check or money order (do not send cash), an order confirmation and payment (made out to DCA PTO) must be turned in to the DCA PTO by the designated deadline. **Any order not accompanied by payment will not be submitted for processing.**
- 5) Scrip payments are **not tax deductible**.
- 6) If your check is returned because of non-sufficient funds (NSF), you will be charged a \$25 fee payable to DCA PTO. After two NSF checks are tendered on your account, your scrip ordering privileges will be limited to money order only.
- 7) Scrip gift cards, gift certificates, and/or other purchases cannot be returned for refund or exchange. Absolutely no exceptions.
- 8) Upon delivery/pick up of your scrip order, verify that your order is complete and accurate. In the unlikely event you should find a discrepancy in your scrip order, please contact the DCA/PTO Scrip Program coordinator within 7 days of the designated delivery/pick up date.
- 9) For orders picked up in the DCA office, your signature on the Order Pickup List indicates that you have received your order in its entirety.
- 10) Scrip gift cards/certificates are the same as cash, and should be handled accordingly. DCA PTO is not be responsible for gift cards/certificates that are lost, stolen or misplaced once orders are delivered for pick up or delivery. You must sign the WAIVER OF RESPONSIBILITY below before gift cards/certificates will be released with your child. These forms will be kept on file, and DCA and DCA PTO accepts no responsibility for gift cards/certificates delivered in this manner.
- 11) The revenue will be split 50/50 between individual tuition credits to your account and the DCA PTO. Tuition credits will accumulate during one year from June to May and will apply to the **next school year**. The individual profit dollars will be held in a separate account that is maintained by DCA Finance Office. If a student doesn't re-enroll for the next school year, the tuition credit will go into the DCA PTO account. No checks will be issued for the individual tuition credit. If your child is a senior with no siblings at DCA, your DCA Dollars can be applied to the senior account (senior trip, graduation expenses, etc.). If you are a teacher and have no children at DCA, your DCA Dollars can be applied directly to your classroom. Family and friends can designate their tuition credit portion to benefit a specific student/family. Designations must be made on this form. All undesigned proceeds go to the DCA PTO to benefit the school.
- 12) Logon to [www.shopwithscrip.com](http://www.shopwithscrip.com) to monitor your tuition credit status. Select the "Family Order Rebate Summary" report. Your tuition credit is half of the amount in the Scrip Rebate column.

|   |                    |                        |
|---|--------------------|------------------------|
| <b>Last Name:</b>   | <b>First Name:</b> | <b>Email:</b>          |
| <b>Address:</b>   |                    | <b>City/State/Zip:</b> |
| <b>Credits should be applied as selected below (You may select only one option.):</b>   |                    |                        |
| <input type="checkbox"/> <b>1 Individual Tuition Account for:</b> _____ (student's name)  |                    |                        |
| <input type="checkbox"/> <b>2 Senior Account for:</b> _____ (student's name)  |                    |                        |
| <input type="checkbox"/> <b>3 I'm a teacher and do not have children at DCA. Please apply to my classroom.</b>  |                    |                        |
| <b>If choosing option 1 or 2, are you the parent?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No; If not, give parent's name:</b> _____ |                    |                        |
| <b>Phone #:</b> (    )  |                    | <b>Cell #:</b> (    )  |
| <b>Other contact information:</b>   |                    |                        |

I have read and agree to the policies and procedures listed above.

Family ID # (Do not write in this field.)

|                    |
|--------------------|
| <b>Signature:</b>  |
| <b>Print Name:</b> |
| <b>Date:</b>       |

Select Scrip order delivery method below.

|  |
|--|
| <input type="checkbox"/> <b>Pick up in main office</b>   |
| <input type="checkbox"/> <b>Send home with (student):</b> _____<br><b>Student's Grade:</b> _____ |
| <b>If in Elementary, please give teacher's name:</b> _____                                       |

I understand that Scrip orders are the same as cash and once released for delivery or pick up, DCA and the DCA PTO are not responsible for lost, stolen, or misplaced gift cards and/or certificates.

|                   |                    |              |
|-------------------|--------------------|--------------|
| <b>Signature:</b> | <b>Print Name:</b> | <b>Date:</b> |
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