



T.A.P. Registration Information

Family Name: _____
Child's Name: _____ Grade: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail Address: _____
Phone Numbers
Home: _____ Work: _____
Cell: _____
*Where can you be reached on Mondays between 8 am -10 am: _____

Direct my tuition credits to:
 my tuition account
 family of _____ Confidential YES or NO
 SJA Financial Aid Fund
 At-Risk Fund

My pick up location will be:
 Business Office Tecumseh Campus

Payment choice:
 Charge Card Automatic Withdrawal Check

If using either a credit card or automatic withdrawal, please fill out the corresponding section below. These will be kept confidential in the business office. Please notify the business office of any changes.

Credit Card Info

Credit Card Holder Name (please print):
Circle One: Mastercard Visa
Credit Card Number: _____ Exp. Date _____
Verification Code (found on back of card): _____
Credit Card Billing Address including zip code _____

Signature _____

Automatic Withdrawal

Bank Name _____
Transit/ABA Number: _____ - _____ - _____
Account Number _____
Signature: _____



T.A.P. Policies

Family or friends may participate with you in the TAP program either by setting up their own account or having you place an order for them. It is not necessary to re-register each year.

Registrants in the program may direct tuition credit to their personal tuition/daycare account, another family's account, SJA Scholarship Fund, At-Risk Scholarship Fund, or other school accounts (i.e.. library, computer, etc.).

Tuition credits are posted to your family account quarterly. Any discrepancies must be brought to the attention of the TAP coordinator within 30 days of posting.

TAP is offered to provide tuition assistance for students. When your student no longer attends our school, all credits will be used to pay any outstanding account balance or transferred to our financial aid fund unless written notice is received notifying us of another account you would like credited with 30 days of your withdrawal.

Payments to the TAP program are not considered donations.

These gift certificates are the same as cash. Neither St. Joseph Academy nor the T.A.P. Office will accept responsibility for lost or misplaced certificates.

Non-sufficient funds checks will be charged a \$20 fee. The fee must be paid before you place your next TAP order.

ORDERS AND CHECK PAYMENTS MUST BE RECEIVED BY 9:00 AM Monday in order to be processed. If there is no school on Monday due to weather, or other emergencies, T.A.P. orders will be accepted and processed on Tuesday mornings. Every attempt will be made to have orders available on Fridays. (If there is no school on Tuesday, orders will be postponed until the following week.)

In case of order discrepancies and you cannot be reached, the T.A.P. will reallocate certificates to meet with your check amount, as they deem appropriate.

The T.A.P. program runs weekly throughout the school year with the exception of major holidays and Spring break. The schedule may also be adjusted as posted for short weeks (ie. Labor Day, Memorial Day, conferences, etc.) The program runs bi-weekly during the summer.

ORDER PICK-UP: Filled orders will be available Friday in the business office from 8:00 am - 4:00 pm. Tecumseh orders are available throughout Friday. **All orders must be signed for.** A friend or relative may pick up your order provided they sign as well.



Earn Tuition Credits Using the T.A.P. Program

What is T.A.P.?

T.A.P. stands for Tuition Assistance Program. By using the T.A.P. program you can earn tuition credit. The program offers gift cards, just like the cards that you buy at the store. You use them instead of cash to make purchases. Nearly every popular retailer, including some locally owned businesses, participates in the T.A.P. program. A full national listing is posted at Great Lakes Scrip's website www.glscrip.com.

How Does it Work?

Participating retailers agree to sell gift certificates to our school at a discount. You purchase them at full face value and redeem them for full price. The discount percentage is credited directly to your tuition account quarterly (March, June, September, and December). Percentages vary from 2-20% depending on the retailer. Your actual savings depend on how much you use the program.

Getting your family and friends involved will help increase your tuition credit. Pay for your gift cards with a check, credit card or automatic deduction. If you choose credit card or automatic deduction, your information is kept on file with the business office. You do not need to resubmit that information each week, but please notify the office of any changes. The T.A.P. office does collect 1% from any check or automatic deduction and 2% for credit card use to cover operational expenses. At the end of the school year, any left over money is donated to the school.

How to Get Started

After enrolling your children in our school you are eligible to register. This includes: On-line registration through www.ShopWithScrip.com and completing the TAP registration form. All paperwork is also available at the T.A.P. office located in the lower level of the main building. When the registration process is complete you can begin ordering and saving. Orders are done online, and you can submit them anytime during the week. Orders are processed Mondays at 9:00 am. Check payments must also be received by 9:00 am. It's that easy! If you have any questions, stop by the T.A.P. office Monday mornings or **call 263-4898 x24 anytime**. Your gift certificates will be ready for pick up on Friday mornings at the Business Office located on the first floor or Tecumseh if requested.