

# Annunciation Catholic Academy

## ENROLLMENT FORM

FIRST NAME _____	LAST NAME _____	
STREET ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____
DAY PHONE _____	EVENING PHONE _____	
EMAIL _____		

### PROGRAM GUIDELINES

1. All order forms must be filled out completely and be accompanied by a form of payment.
2. Forms of payment for Scrip are check, cash, Visa, MasterCard, or Discover or PrestoPay for online orders. Checks should be payable to Annunciation Scrip. A Handling Charge of 2% will be assessed to all orders paid with Visa, MasterCard, or Discover. If your check is returned due to non-sufficient funds (NSF), you will be assessed a \$30 fee.
3. Scrip is non-refundable and all orders are subject to availability. Large orders may require advance notice.
4. Merchant availability and percentages can change at any time without notice. The percentages maintained in our software will be the official percentages used.
5. It is your responsibility to verify your order. If there is a discrepancy then you must notify the SCRIP Office within one day.
6. ACA will not be held responsible for lost, stolen or misplaced certificates.
7. A WAIVER OF RESPONSIBILITY form must be signed before certificates will be released to anyone other than stated on this form.
8. Retailer "usage guidelines" for all purchases can be found in the SCRIP Office or online at [www.glscrip.com](http://www.glscrip.com).
9. ORDERS MUST BE turned into the School, online, or SCRIP Office each week on Wednesday by 9:00am.
10. PICK UP ORDERS at the SCRIP Office on the following Tuesday from 7:30am to 8:15am or Wednesday from 7:45am to 9:00am.
11. Orders are not guaranteed to be filled on any certain date. We are dependent upon our supplier and their stock.
12. There may be days that the SCRIP Office will be closed during the year so please read the STARS newsletter and Scrip emails.
13. Tuition Credit Statements will be distributed annually. Additional statements available upon request.
14. Your Scrip Tuition Account accumulates over the year beginning July 1, 2009, ending on June 30, 2010.
15. Tuition credit will be applied to your August 2010 tuition payment and will then carry over into the next month, if applicable.
16. Tuition credit holds no cash value. If you do not return to ACA the following year, your credit will go to the Scholarship Fund.

I understand that 10% of the profits generated from my orders will be credited to ACA for shipping, processing, and printing. 90% will be allocated as follows: (choose ONE of the following)

<input type="checkbox"/> ACA Scholarship Fund	<input type="checkbox"/> My ACA Tuition Account
<input type="checkbox"/> My Bishop Moore Catholic High School Account	<input type="checkbox"/> Tuition Credit to another family.
Family name: _____	

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### SCRIP Office Contact Information

Jill Drafts | [jdrafts@earthlink.net](mailto:jdrafts@earthlink.net) | 407-464-0163 • Layne Missigman | [Missigman@earthlink.net](mailto:Missigman@earthlink.net) | 407-865-7285  
Julie Vandendriessche | [jvandendriessch@sprintmail.com](mailto:jvandendriessch@sprintmail.com) | 407-862-5223

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## WAIVER OF RELEASE

I authorize the Annunciation Catholic Academy SCRIP Office to release my scrip order to the individuals listed below. I will not hold Annunciation Catholic Academy/Church accountable for any lost, stolen, or damaged certificates/cards once the order has left the office.

Please remember that we will not release scrip cards to a student or child.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCRIP Office Contact Information  
Jill Drafts | [jdrafts@earthlink.net](mailto:jdrafts@earthlink.net) | 407-464-0163  
Layne Missigman | [Missigman@earthlink.net](mailto:Missigman@earthlink.net) | 407-865-7285  
Julie Vandendriessche | [jvandendriessch@sprintmail.com](mailto:jvandendriessch@sprintmail.com) | 407-862-5223