



1. Lost Certificates: Gift certificate/cards are just like cash. Trinity Christian School is not responsible for gift certificate/cards that are lost, stolen or misplaced once in your possession. This includes when the student or other designated person has possession. ALL gift certificate/card preorders require a signature upon receipt whether picked up or via student. ALL gift certificate/card orders processed at an Instant V.I.P. will be counted back and handed directly to the customer. Note: Registration forms must be completed with a signed disclaimer before V.I.P. orders can be sent home with a student or other designated person. Registration forms are kept on file for one year.

2. School Closures & Absent Students:

- If the school is closed on Friday (due to weather or otherwise), the V.I.P. preorders will go home the next possible day.
- If the school is closed on a Monday (due to weather or otherwise), the V.I.P. orders will not be processed. They will be held until the following Monday.
- If the designated student is absent when the orders are delivered, the preorder will be held in the office for pickup or until further instructions have been received from the parent.

3. N.S.F.: There will be a \$15.00 fee for cheques returned for insufficient funds. No new orders will be processed on this family account until the account is current. After two N.S.F. cheques have been tendered to your V.I.P. account, cash only will be accepted on your account.

4. Substitutions:

Sometimes the denomination ordered will be substituted for a different denomination of the same store due to a shortage of the denomination requested. If this is a problem, you may exchange it the following week.

- V.I.P. will NEVER substitute your request with another store unless they have contacted you and been instructed to do so.

5. Notice of Change: The Board may at its discretion, modify or cancel any portion of/or all of the program without notice.