

# UCA Tuition Reduction Incentive Program (TRIP)

## RaiseRight Policies and Procedures 2023/2024

### PARTICIPATION/REGISTRATION

Annually each family/future family/donor family must complete a registration form to participate in UCA's Tuition Reduction Incentive Program accepting the policies and distributions for tuition reduction. Registration forms are accepted at any time. All registration forms will be kept on file at UCA Main Office.

Create a RaiseRight Account online at [www.raiseright.com](http://www.raiseright.com) or using the raiseright app. **UCAs Enrollment Code is securely distributed to UCA Families/Donors or Future Families.** Please contact TRIP Coordinator at [raiseright@weareuca.org](mailto:raiseright@weareuca.org) or call UCA Main Office (708) 980-1040 for the UCA Enrollment Code.

### PAYMENTS OF GIFT CARDS

Payments are only accepted through the RaiseRight Account of each family by ACH and/or Credit Card payments. For credit cards there is an additional 2.6% fee.

Gift Card transaction fee is 0.29 per transaction, not per gift card.

**UCA TRIP Coordinator does not accept payments for gift cards. The Pay-Coordinator feature is not active.**

### ORDERING

Electronic Gift Cards are available 24/7 – every day online and via mobile app. [www.raiseright.com](http://www.raiseright.com)

Physical Gift Card orders will be processed twice a month, typically on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 7AM of each month. There are a few exceptions due to holidays or school closure. **See UCA Ordering Schedule.**

Physical Gift Cards pick up will be available twice a month, typically on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 3:30PM at UCA Main Office. Please verify your order at pick up.

Reloadable Gift Cards **must be** originally purchased from our UCA RaiseRight Program and reloaded online at [www.raiseright.com](http://www.raiseright.com).

Ship-to-Home Physical Gift cards are available for approximately 250+ vendors. USPS or UPS delivery charges are paid by the ordering family. Brands are labeled "ship-to-home eligible" USPS cost ranges 0.50 plus handling fee. UPS Ground is \$11 plus handling fee. UPS Next-Day is \$16 plus handling fee. For complete details, shipping/handling fees and delivery time frames go to  
->[www.raiseright.com/about-us/shipping-options/](http://www.raiseright.com/about-us/shipping-options/)

Refunds/Exchanges- Gift cards cannot be returned to UCA or TRIP Coordinator for exchange or refund for **any** reason.

Lost Gift Cards-Neither UCA nor the TRIP Coordinator will be responsible for lost or misplaced gift cards. All gift cards are the same as cash. Once your envelope is signed for at distribution, the contents are your responsibility.

The gift cards offered, and tuition credit percentage given are subject to change, and UCA will announce this notification by email.

## **NSF FEES**

Each family is responsible for immediate payment of all orders entered for gift cards using their RaiseRight Account, and payments will be billed on the same day. If funds are not available by the family account, RaiseRight will process the order again including an additional \$10 fee for each NSF attempt. Three attempts and \$30 fees will be made until payment is received. ***After 3 failed attempts the RaiseRight account will be suspended/locked. This will require full cash payment of all gift cards ordered to TRIP Coordinator plus and an additional \$30 NSF fee payable to UCA. After cash payment is received by TRIP Coordinator, RaiseRight will reopen the account. Repeat NSF events will result in permanent closure of the family RaiseRight account.***

## **TUITION EARNED/DISTRUBUTION**

TRIP is offered to support the quality education received at UCA. Families will earn tuition credits from their RaiseRight Accounts. Funds will be released twice a year. Statement periods will run from May 1 – October 31 and November 1 to April 30. **Each family account will receive 95% of ALL TOTAL REBATES EARNED in a statement period. UCA will utilize 5% for administrative fees to support the TRIP Program.** Distribution of earned rebates will appear as a tuition credit on the family BlackBaud Tuition Management Account in November, and May.

The earned tuition can be tracked from the family RaiseRight Account, in the dashboard section. This information is always accessible to the family.

If there are any discrepancy or questions regarding the tuition credits, please contact TRIP Coordinator immediately to review your family account.

Future Families distributions will occur after the notification has been sent to the TRIP Coordinator. Funds will accumulate in the family account without interest.

Donor Families distributions will occur as stated in the signed consent forms.

## **SPECIAL ORDERS EXCEEDING \$10,000 PER DAY**

IMPORTANT FEDERAL REGULATIONS ON GIFT CARDS PURCHASES EXCEEDING \$10,000 PER DAY require special processing and reporting. If you plan to make a purchase of more than \$10,000 in one order for renovations, appliances etc. you **MUST** contact the TRIP Coordinator at least two weeks in advance of placing the order so that we can comply with these new rules. TRIP Coordinator email is: [raiseright@weareuca.org](mailto:raiseright@weareuca.org) or leave a message at UCA Main Office (708) 980-1040.