

## **MANNA GENERAL POLICIES**

1. Monies earned can be credited 100% to St. Laurence School, or 50% to a school family and 50% to St. Laurence School. Credits will be applied quarterly. **IT IS IMPERATIVE THAT FAMILIES KEEP THEIR TUITION PAYMENTS CURRENT.**
2. A registration form must be completed each school year. Family and friends may register and specify your family to receive their credit. If a family is not specified the school will receive 100% of the credit. A disclaimer of responsibility, included on the registration form, **MUST BE SIGNED** each year by participants. Your child may pick up your family's envelope as well as those of family and friends that have signed their form and included your child as the recipient. If there is a change, we must be notified in writing.
3. The Manna Program is being offered to assist in tuition reduction at St. Laurence School; therefore, the money collected under your family name will be used only for tuition reduction. If your child will no longer attend St. Laurence School, the monies credited under your family name will be transferred to the school. **NO MONEY WILL BE DIRECTLY REFUNDED TO PARTICIPATING FAMILIES.**
4. All Manna orders are due at school by 2:10 on the specified day. All orders received after the deadline will be held until the next order date.
5. Unless otherwise indicated, orders will be delivered to school by the following Friday. Participants who have signed the disclaimer will receive their order through the designated student. Orders may be picked up at the school office on Friday at 2:10 unless other arrangements have been made in advance.
6. We are not responsible for delay or unavailability of certificates from the Manna Group. Every attempt will be made to fill orders as soon as possible or attempt to notify participants of any changes. If we are unable to fill an order because of incorrect payment amount, we will adjust orders to meet ordering requirements.
7. **ONLY CHECKS WILL BE ACCEPTED.** Please make checks payable to St. Laurence School. Manna is not tax deductible as you are receiving a dollar for dollar value. Returned checks will incur a \$25 fee. If a participant has more than 2 checks returned, any future purchases must be paid by money order or bank draft.
8. **THESE CERTIFICATES ARE THE SAME AS CASH. ST. LAURENCE SCHOOL, SCHOOL PERSONNEL AND MANNA REPRESENTATIVES WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN CERTIFICATES.**