



Reimbursement Request Form

School Year 20 _____

*Please make cheque payable to:

Date of Submission: _____

Parents Name: _____

Mailing Address: _____

Phone Number/Mobile/Email: _____

Students Name(s): _____

Grade(s): _____

Legend for Description of Material used below.

Please insert number accordingly that applies to the Vendor:

- 1) Consumables-paper, pencils, art supplies, general workbooks, ink
- 2) Curriculum based- workbooks, textbooks, reading books
- 3) Online curriculum programs- learning programs on CD
- 4) Learning aids - manipulatives (supported in he program plan)
- 5) Computers, technology equipment (ie., printers), including repairs and upgrades -
Supervising authorities may set dollar limits on the amount spent on these types of expenses annually
- 6) Internet services- 50% of the monthly fee from September to August
- 7) Tutoring - Group of individual lessons necessary for the student's program delivered by a subject matter expert who is NOT an immediate family member
- 8) Lessons- including, but not limited to, music, swimming, language taught by a certified instructor
- 9) Tangible Assets - ie:, camera, telescopes, musical instruments
- 10) Home economic edibles
- 11) Admission /field trips (MAX 50% of the funding provided to parents

Date of Purchase	Name of Vendor	Description : (Use Legend Above)	Amount Not Incl. GST	GST	Total Incl. GST
Example: Sept 1/2023	Best Buy- Chrome Book	5	300.00	15.00	315.00
Totals			\$	\$	\$

Date of Purchase	Name of Vendor	Description: Textbooks/Supplies	Amount Not Incl. GST	GST	Total INCL GST
Totals			\$	\$	\$

Parent Signature: _____

Teacher Approval: _____

Approval for Payment: _____

Processed By: _____

Notes and Helpful Tips Regarding Reimbursements Claims

- All receipts **MUST** include a business name, business license and/or GST registration number
- Receipts **MUST NOT** include personal/household items purchased
- Receipts **MUST** be attached in order listed on form
- Be sure to include amount of GST, if any
- Funding is available to all Traditional Home Education students in the amount of **\$901.00** for the 2023-2024 year
- Kindergarten pilot for 23-24 will pay **\$450.50** per student
- Please submit reimbursement requests starting after **Nov 1, 2023** and before **May 31, 2024**.
- The deadline to submit all reimbursement claims for the school year is **May 31**.
- There is no additional funding available for families who are choosing to do Traditional Home Education for children with special needs
- Please complete forms completely and accurately.
- Please ensure your submission has a parent signature
- Any incomplete forms will be returned and may cause delays in the reimbursement process
- Original receipts must be attached to the form and should be attached in the same order
- If your receipt/invoice does not identify what you have purchased, please ensure to add a clear description of those items on the claim form.
- Please ensure to note if you have paid GST on your claim form.
- Please ensure you have purchased educational items on their own individual receipt as receipts for reimbursement should ONLY have educational items listed. Receipts with personal and/or household items purchased on them will not qualify for funding.
- If you have more than one child, your funding will be calculated as a family total. You will not be expected to submit individual forms per child.
- We request that reimbursement claims be for a minimum of **\$250.00**
- For the 2023/2024 year, Alberta Education has allowed the total allowance for each child to be paid out if the claim submitted has reached **75% or more** of the total allowance payable. For example, 75% of **\$901.00** is **675.75**. Receipts are still required to be provided.
- Please refer to the Alberta Government Standards for Home Education Reimbursement form for guidelines for reimbursement.
- Please note that any private services/lessons claimed by families must be from a licensed business and the Business License # and/or GST Registration number must be provided on the receipt along with the Licensed Business name. Receipts submitted without this information will not qualify for funding.
- You will not be reimbursed for travel costs, meals or personal remuneration.

- If submitting for Internet charges, 50% of the monthly fee qualifies for reimbursement. Please provide full receipts of internet fees showing the breakdown and description of the service provided.

DISCLAIMER:

The Home Education grant offered to parents is intended to offset the costs of educating a student at home in the school year for which the grant is made available. The items that are submitted for claim must be directly related to supporting a student's program for the duration of that school year. Parkland School Division has a high degree of accountability to Alberta Education for the use of public funds to support education so the following guidelines will be followed closely. The standards listed below are provided by AB. Ed. to school authorities who supervise a home education program as a resource tool for meeting their accountabilities regarding the use of home education funding. All reimbursement decisions must be consistent with Section 7 (4) of the Home Education Regulation.