

**HOME EDUCATION REIMBURSEMENT GUIDELINES
2020 - 2021**

Funding will not be released until you have met the requirements for a given timeframe. These include; completing the registration form, paying your registration fee, having an approved Education Plan, attending Report Card meeting(s), returning rental items like textbooks and Chrombooks.

NEW FOR 2020-2021

- ** If you submit \$637.50 worth of receipts (75% of your funding), your entire \$850.00 will be dispersed.
- ** You have 2 years to access your funding
- ** You may transfer any portion of your Home Education funding to Phoenix by signing the Parent Declaration to Transfer Home Education Funding.
- ** If you do not claim or transfer your entire grant, any unused portion will be returned to Alberta Education.
- ** There is no longer a claim limit on lessons and tangible assets.

WHAT CAN I SUBMIT?

**** All items MUST be part of your student's education plan and be listed on your Ed Plan ****

Consumables - paper, pencils, art supplies, ink

Curriculum-Based - workbooks, textbooks, reading books, online programs

Learning Aids - manipulatives

Technology - computers, ipads, printers; including repairs and upgrades

Internet Services- 50% of monthly fee - September thru August

Tutoring - group or individual lessons as part of the student's program delivered by a subject matter expert who is NOT an immediate family member

Lessons - including, but not limited to; music, swimming, language lessons. Taught by a certified instructor.

Tangible Assets - including, but not limited to; cameras, telescopes, musical instruments, physical education equipment, sewing machines.

Admissions / Field Trips - **Up to a maximum of 50% of the funding provided to parents.**

- * Includes; zoo admission, theatre tickets, museum admissions, science centre, multi-use recreation facilities
- * Reimbursable amounts are for the fees paid for the STUDENT ONLY.
- * The purchase of family admission is permissible in cases where it is more cost-effective than purchasing multiple single student admissions.
- * Multiple admission or annual passes are acceptable.
- * Reimbursement for parent admission and travel costs are NOT acceptable.

Postage/Shipping - from vendors to the home education family.

NOT RECOMMENDED FOR REIMBURSEMENT:

- * Furniture
- * Travel Costs
- * Registration Fees - ie. community leagues, summer camps, sports teams
- * Postage, fax, long-distance charges to an associate school board or private school and its teachers.
- * Warranties/Insurance
- * Competitions - ie. swim meets, tournament costs

RECEIPT GUIDELINES:

- * Must be **ORIGINAL** and **ITEMIZED**. No photocopies. No credit card statements or debit card receipts. If you require an additional receipt for warranty, please ask for a duplicate when you make your purchase, or keep a photocopy for yourself.
- * For internet claim, please submit ONE month's invoice ONLY.
- * Pay for your educational items SEPERATELY from your personal items, such as groceries.
- * Purchases made in the US must show the paid value in Canadian dollars.
- * Handwritten receipts are acceptable and must include: sellers name, date, amount, payment method and brief description of item(s).
- * Receipts must be dated during the current year of your student's education plan.

ALL RECEIPTS and CLAIM FORMS MUST BE TURNED INTO THE FRONT DESK BY JUNE 15.