HOME EDUCATION REIMBURSEMENT REQUEST
PHOENIX EDUCATION FOUNDATION
2022-2023

Student Name: **Parent Name:**

Mailing Address: **Postal Code:**

Email: **Phone:** **Learning Coach:**

Date	Supplier	Description / subject	Amount	OFFICE USE: Listed on Ed Plan
		Grand Total:		

Parent Signature: Date:

Learning Coach: Date:

I verify that all of these purchases are listed in the student's Education Plan and relate specifically to Schedule Outcomes and the student's program

REMINDERS

1. Purchases must be necessary for and related to the student's program and listed on the Ed Plan.

2. Only submit original and itemized receipts.

3. Purchases must be for items or services that a school normally provides to all students.

REIMBURSEMENT PROCESS

1. Fill out Reimbursement form.

2. Attach receipts:

** Tape loose receipts to one side of an 8.5" x 11" piece of paper.

** Digitial copies are acceptable. Attachments **MUST** be .pdf format. Photographs of receipts sent as .jpg, .gif, etc will not be processed.

** Scan all receipts as a SINGLE attachment.

** Do NOT send each receipt as an individual attachment.

3. Hand in form and receipts to Front Desk or email to: **frontdesk@phoenixfoundation.ca**

4. Funding is released 3 times over the year:

1. Oct 31: $340.00 or 40%
For claims received between Sept 1 - Oct 31

2. Jan 31: $170.00 or 20%
For claims received between Nov 1 - Jan 31

3. June 30: $340.00 or 40%
For claims received between Feb 1 - June 15

Office Use Only									
Date	Amount	Carry Forward	Posted	chq #	Date	Amount	Carry Forward	Posted	chq #