



## HOME EDUCATION REIMBURSEMENT GUIDELINES

2022 - 2023

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

- \*\* If you submit \$637.50 worth of receipts (75% of your funding), your entire \$850.00 will be disbursed according to our disbursement schedule.
- \*\* 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 the unused portion of your grant, the unclaimed portion will be returned to Alberta Education.

### 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 of current school year

**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, phys ed equipment, sewing machines.

**Admissions** - **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 **SEPARATELY** from your personal items, such as groceries.
- \* Purchases made in foreign currency must show the paid value in Canadian dollars.
- \* Handwritten receipts are acceptable and must include: seller's 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.

### SUBMITTING YOUR CLAIM:

- \* Drop off at Front Desk
- \* Mail to: Phoenix Foundation, 320 - 19 Street SE, Calgary, AB T2E 6J6
- \* Email to: [frontdesk@phoenixfoundation.ca](mailto:frontdesk@phoenixfoundation.ca)
  - \* Scan all receipts as a **SINGLE** attachment. Do **NOT** send each receipt as an individual attachment.
  - \* Attachments **MUST** be .pdf format. Photographs of receipts sent as .jpg, .gif, etc will not be processed.
- \* **ALL RECEIPTS and CLAIM FORMS MUST BE RECEIVED BY JUNE 15.**