



# 2018-2019 FUNDING POLICY

## and Receipt Submission Requirements

This policy is in effect from September 1, 2018, and adheres to Alberta Education's 2017 *Standards for Home Education Reimbursements*.

- 1) We reimburse you for consumable and non-consumable resources **that correspond to your Education Program Plan(s)**. Ensure your EPPs are up to date and approved by your facilitator. As we cross-reference receipts with EPPs, it is helpful if you have noted child-specific items on the receipt so we know which EPP to check.
- 2) **We ask that receipts are sorted, numbered, stapled/clipped to, and itemized on an Expense Form**, with corresponding dates and totals for books and non-book items filled into the form. Please note that tax and shipping costs **are** refundable and should be included with your submission (shipping is part of the subtotal costs). Please keep text inside the boxes.
- 3) **All receipts must be mailed and must be original**. We **cannot** accept copies or emailed receipts at this time. We recommend that you make copies of your receipts before sending them to us, for your own records or in case they are lost in the mail.
- 4) **Invoices are not refundable** unless they include proof of payment, such as a credit card statement.
- 5) The Expense Form must be **signed and dated**, and receipts must be sent any time before the final **May 31 submission deadline**. **\*\*Additional deadlines for payment occur throughout the year**. Receipts postmarked by Sept 28 will be reimbursed on Nov 15, Jan 31 reimbursed Mar 15 (for those who did not use their entire first allotment), submitted Mar 29 for reimbursement May 15, and May 31 for reimbursement July 15. Receipts may be sent in at any point during the year to apply to the next available payment date, but those sent after the last business day in May will apply to the following school year. *Remember that funding is available by halves – half in October and half in May.*
- 6) We require that receipts have **itemized purchase information and contain complete vendor information, including name, contact info, and signature**. Non-itemized receipts cannot be accepted. If an item is not readily identifiable as a book or non-book item, please write details on the receipt. Please write a "B" beside book items on receipts. Note: blank notebooks/planners/journals are not books; the definition is "printed and bound."
- 7) **If not all items on the receipt are being claimed**, the items not being claimed must be crossed off. Do not highlight receipts.
- 8) **All receipts must be in CAD**. If the receipt is not in CAD, a copy of your VISA or PayPal statement **must** be sent with the receipt to show the CAD amount paid (or some other proof of CAD funds paid).
- 9) **The receipts being submitted should reflect a balanced education**. If you wish to submit only a few large receipts, or several smaller receipts that only relate to certain subjects, we suggest that you send a note of explanation along with your submission.
- 10) **Receipts not adhering to this policy will not be reimbursed**. If you believe something should be claimable that was not accepted, you may appeal our decision in writing. We **will not** return receipts unless by specific request after each refund.
- 11) **Receipts from previous school years** can be refunded as long as they still relate to the current school year's EPP and are for resources which are currently being used (i.e. computers, books, printers, pens, paper, etc.). Old receipts that still relate to the current plan can be no more than 2 years old (from the date of purchase to the refund deposit date). Receipts for lessons/classes or admissions/field trips cannot be reimbursed outside of the year in which they were taken. (This includes carried-over funding.)
- 12) **Be sure we have your EFT form**. Reimbursements are made by Electronic Funds Transfer (EFT). We require an EFT form and void cheque (or bank verification form) to process your payment. **If you do not wish to receive a refund via direct deposit, you will receive one refund via cheque during the final reimbursement period in July, 2019.**
- 13) Please remember to send a **Carry-Over Form** to [finance@trinitychristian.ca](mailto:finance@trinitychristian.ca) (or fax to 780-741-2204, or mail to our Derwent office) **before June 30<sup>th</sup>**, to carry unclaimed funds the following school year. A deadline is a requirement of Alberta Education, and is the only way funds may be carried over. Even if you believe you have sufficient receipts on file to use all your funding, please consider sending a carry-over form as a precaution. A carry-over form sent early will not affect any refunds.
- 14) **For information on using Purchase Order Numbers**, visit: [wisdomhomeschooling.com/resources/funding](http://wisdomhomeschooling.com/resources/funding).
- 15) **Receipts must be for educational supplies or services corresponding to the following list (next page)**. If the item falls in a "grey area," please attach a note indicating the specific way the resource contributes to the plan.

Consistent with the Home Education Regulation and clearly reflected in your Home Education Program Plan, **we will reimburse parents who provide us with original receipts for:**

- ❖ Learning resources related to the home education program, including:
  - textbooks, workbooks
  - consumables such as paper, pens, notebooks, etc
  - resource books, extra reading books
  - learning aids/manipulatives
  - Audio/Video
    - instructional DVDs
    - instructional audio CDs
    - documentaries and other identifiably educational DVDs
  - science equipment and supplies
  - materials needed to construct projects that are clearly part of the EPP (e.g. play-dough, clay, glue, building blocks, fabric, materials for science projects, craft supplies, etc.)
  - correspondence courses and online learning programs
  - internet service, 50% June 1, 2018 to Aug 30, 2019 **with specific monthly receipt**
- ❖ Technology
  - desktop, laptop, and tablet (only 1 per student – up to 1 of each per family per year).
  - printer and ink
- educational software
- e-reader (not a tablet)
- monitor and/or DVD player - up to \$200 per family
- ❖ Homeschool management
  - planners
  - photocopying costs
  - organizational bins or totes (ie work-boxing materials)
  - tutoring necessary for student’s program, delivered by a subject matter expert who is not immediate family member to the student; must be detailed receipt listing tutoring dates, subject(s), number of hours and tutor contact information

❖ **50% capped categories:**

- ❖ Educational Extras/‘tangible assets’ **Note: tangible assets’ combined cost may be up to 50% of your annual allotment.**
  - musical instruments
  - one sewing machine, camera, telescope, tools, clearly reflected in EPP
  - physical education equipment

- ❖ Admissions /Field trips (passes & memberships) **Note: student cost only up to a maximum of 50% of annual allotment.** The student portion of a family pass can be reimbursed as long as proof of student cost is submitted.
  - zoo admission
  - museum/science centre
  - theatre tickets related to literature study
  - federal park pass
  - cultural events
  - fitness centre passes and classes
  - admission fees to conferences

- ❖ Lessons or Classes **Note: up to a maximum of 50% of your annual allotment may be used for lessons/classes. Lessons considered on a per-year basis.**
  - group classes : group swimming classes, art classes, music classes, dance classes, language classes, etc
  - individual private lessons as related to the EPP
  - **Please note that “core subjects” (such as math, english, science, etc.) are not part of the capped category.**

**WISDOM Home Schooling does NOT reimburse parents for:**

- ❖ competitions (e.g. swim meets, tournament costs)
- ❖ registration fees (club or league fees), e.g. sports teams, community leagues, summer camps.
- ❖ phone plan or long distance costs
- ❖ phones, including smart phones
- ❖ postage
- ❖ travel costs, including
  - fuel
  - meals
  - accommodation
  - camping equipment
  - camping fees
- ❖ food stuffs
- ❖ furniture of any kind
- ❖ school building expenses such as whiteboards, bookshelves, desks, etc.
- ❖ personal items, including
  - clothing (including sports clothing and costumes for plays, dance, etc.)
  - backpacks
  - shoes of any kind, including sport shoes
  - kitchen supplies
- cosmetology supplies
- lumber/renovation costs
- ❖ yard and garden expenses such as:
  - lumber, garden shed, garage...
  - quads, tractors or other equipment
  - swimming pools
  - playground equipment
  - playhouse or treehouse materials or packages
- ❖ pet related expenses, including
  - animal purchase costs or “adoption” fees
  - animal food
  - grooming
  - pens/cages/terrariums/aquariums etc
  - veterinary fees
- ❖ animal husbandry, training, etc.
- ❖ entertainment
  - movie tickets
  - TV/cable/satellite expense
  - Netflix/other movie-rental fees
  - amusement park tickets
  - circus tickets
  - non-educational videos and DVDs
- gaming consoles or handheld gaming devices
- video or computer games
- ❖ sport extras
  - fishing license
  - hunting or gun license
  - boating license
  - weapons (including archery)
- ❖ graduation supplies (ie cap and gown, grad ring or other attire and materials)
- ❖ photography sessions (including grad photos or other school photographs)
- ❖ personal remuneration to parents or siblings of a student
- ❖ post-secondary courses or training from a college or university (this includes any course taught at a college or university, including classes or lessons in a college fitness facility, for instance)
- ❖ warranties/insurance

This policy is subject to change. Questions may be directed to: [finance@trinitychristian.ca](mailto:finance@trinitychristian.ca)