



THE GILBERTINE INSTITUTE
Home Education Funding policy

2025-2026 HOME SCHOOL RESOURCE EXPENSE FORM

For ease and simplicity, we process submissions monthly: receipts sent on or before the last business day of each month will be reimbursed by EFT by the end of the following month with the exception of the May 31 deadline, which is 6 weeks. Receipts may be sent in at any point during the year.

Your Education Program Plan must be approved in order to access funding.

**For more detailed information on making a claim, please see our Funding Handbook, section 3.*

The Expense Form must accompany all receipt submissions.

Failure to properly complete this form will delay a refund.

You may use the fillable PDF version of this form, which auto-calculates totals.

Review the Funding Policy before making a claim, and take care when preparing your claim.

How to complete this form:

1. Order receipts by date. Tape till receipts to 8.5 x 11" paper to keep them organized.
2. Number and order receipts.
3. Using one line per receipt, fill in the date and place of purchase for each receipt.
4. Cross off any items on your receipt that are not to be claimed.
5. In the "PRICE SUBTOTAL" column, fill in the pre-tax **total** of all items (including things like shipping & handling).
6. If the vendor has charged you GST, calculate 5% GST of everything else on the "GST" line. *Ensure that these add up to the total GST on your receipt.*
7. If you are using the fillable form, it will calculate the totals for you. Otherwise, please calculate the totals and enter them on each line.
8. If you need multiple pages, please add page numbers.
9. Sign the form (you may sign it digitally if using the digital version of the form), and either mail it with receipts paper-clipped to the form, or upload it and submit with digital receipts via wisdomhomeschooling.com/funding/submitreceipts.

Your accuracy and attention to detail will save our team much time as we go over your claim with your receipts and program plan. Please do not submit receipts 'hoping' they are claimable – the funding policy will make this clear for you. Do call or email us with any questions as you prepare your claim! We are always thrilled to find a perfectly prepared submission, which saves man-hours and frustration and can enable you to be reimbursed ahead of schedule. We appreciate your help in streamlining this process.

Please direct any questions to:

WISDOMFINANCE@GILBERTINEINSTITUTE.COM or call: 780-741-2113

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