



*The Gilbertine Institute*  
*Home Education Funding Policy*

# 2023 - 2024 FUNDING POLICY & RECEIPT SUBMISSION REQUIREMENTS

*This policy is in effect from 08/01/2023 and adheres to Alberta Education's 2023 Standards for Home Education Reimbursements.*

- 1. We reimburse you from a Parent Funding Account** (\$901 per funded grade 1-12 student + \$450.50 per funded kindergarten student x enrolled children = \$ annual funding total). Funding is allocated to us 10% per month, and available to you by halves in Fall and Spring. You may claim funding by using a Purchase Order (direct billing), or by submitting a claim for refund.
- 2. Resources must correspond to your Education Program Plan (EPP).** 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. If you are adding a resource not part of your plan, you may submit a Plan Amendment Form with your claim.
- 3. Receipts must be originals** (or printed digital receipts), which are sorted by purchase date, numbered, stapled or clipped to, and itemized on an Expense Form. We recommend that you make copies of your receipts before sending the originals to us, for your own records or in case they are lost in the mail.
- 4. Receipts must contain itemized purchase information and complete vendor information**, including name, contact (and signature if a handwritten receipt). If an item is not readily identifiable as a book or non-book item, please write "B" beside (printed and bound) book items on receipts.
- 5. Receipts must be in Canadian Dollars.** If the receipt is foreign, please include a photocopy of your credit card or PayPal statement to show the CAD amount paid. Receipts paid with a foreign credit card or in foreign funds are ineligible for refund.
- 6. If not all items on the receipt are being claimed**, cross off what you are not claiming. Please do not highlight receipts.
- 7. Invoices must include proof of payment**, such as a credit card statement or a paid stamp/status. If the invoice shows an amount due, that does not show proof of payment. (Ex: Amazon Order Confirmations are not acceptable; you must print the invoice from your account.)
- 8. 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. If the item falls in a "grey area," please attach a note explaining how it corresponds to your child's plan.
- 9. Resource receipts expire two years from purchase to refund date.** Lessons & classes or admissions/field trips cannot be reimbursed outside of the year in which they were taken.
- 10. Tax and shipping costs** are refundable and should be included with your submission (shipping is part of the subtotal costs).
- 11. Monthly submission deadlines:** receipts sent on or before the last business day of each month will be reimbursed by EFT six weeks from that date, with the exception of the May 31 deadline, which will be 6 weeks turn-around. **Receipts may be sent in at any point during the year.**
- 12. Be sure we have your EFT form.** Reimbursements are made by Electronic Funds Transfer (EFT). If you do not wish to receive a refund via direct deposit, or if you do not submit your EFT information, you will be issued a cheque during the final reimbursement of the year.
- 13. Once at least 75% of your funding has been reimbursed (with eligible receipts or purchase orders), you will automatically receive a reimbursement for the remaining 25% or less.** Please take care to submit acceptable receipts. Please note: this will occur when the second half of funding becomes available.
- 14. Unclaimed funding will be automatically carried over for one year.** After that year, unclaimed and expired funding will be returned to AB Education, unless parents sign a Parent Declaration Form allocating unclaimed funding to WISDOM to support home schooling programs and services.

# FUNDING POLICY & RECEIPT SUBMISSION REQUIREMENTS

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, resource books, extra reading books
- consumables such as paper, pens, notebooks, etc
- 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 including seeds and dissection kits, craft supplies, etc.)
- correspondence courses and online learning programs
- 50% of internet service from June 1, 2023 to August 31, 2024 with specific monthly receipt

## Technology

- desktop, laptop, and tablet (up to 1 of each per family per year).
- printer and ink
- educational software
- e-reader (other than a tablet)
- monitor
- DVD player

## Homeschool management

- shipping and handling for homeschool resources
- planners
- photocopying costs
- organizational bins or totes (ie workboxing materials)
- whiteboard, blackboard, corkboard
- 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

## Educational Extras/'tangible assets'

- musical instruments
- one sewing machine, camera, telescope, tools, clearly reflected in EPP

- physical education equipment

**Lessons or Classes** (Lessons considered on a per-year basis. Eligible receipts for lessons or classes must be dated June 1, 2023-August 31, 2024.)

- group classes: group swimming classes, art classes, music classes, dance classes, language classes, etc
- individual private lessons

## Parent Resources

- "professional development" workshop fees
- parent resources, books
- teacher keys and teaching guides

## 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

## We do 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.
- phones, including smart phones, phone plan or long distance costs
- postage
- travel costs, including
  - fuel
  - meals
  - accommodation
- camping equipment or campground fees
- furniture of any kind, eg: desk, bookshelf, chairs, etc.
- personal items
  - clothing (including sports clothing and costumes for plays, dance, etc.)
  - backpacks
  - shoes of any kind, including sport shoes
  - cosmetology supplies
- lumber/renovation costs
- graduation supplies (ie cap and gown, grad ring or other attire and materials)
- yard and garden expenses
  - lumber, garden shed, garage
  - quads, tractors or other equipment
  - swimming pools
  - playground equipment
  - playhouse or treehouse materials or packages
- pet related expenses
  - animal purchase costs or "adoption" fees
  - animal food
  - grooming
  - pens/cages/terrariums/ aquariums etc
  - veterinary fees
  - animal husbandry, training, etc. including chick hatching/incubating.
- 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
- sport extras
  - fishing license
  - hunting or gun license
  - boating license
- weapons (including archery)
- Driver Training
- photography sessions
- personal remuneration to parents or siblings of a student
- post-secondary courses or training from a college or university
- warranties/insurance

This policy is subject to change.  
Questions may be directed to:  
[wisdomfinance@gilbertineinstitute.com](mailto:wisdomfinance@gilbertineinstitute.com)