



**HOMESCHOOLING PARENT
REIMBURSEMENT REQUISITION FORM
Calgary Board of Education
2010-2011**



Reimbursements for Educational Resources – Policy and Guidelines

Each Home Education family is entitled to funding based on the program they have chosen. Below are the Guidelines and Policies that are currently in place.

Funding Guidelines

- Blended Program students Grades 1 – 9 are entitled to \$960.00 for the school year.
- Parent Directed Program students are entitled to \$777.00 for the school year.

CBe-learn Policy

- Funding is available for registered Home Education students only.
- Submit original receipts, with the exception of those needed for warranty purposes (enclose a copy).
- Receipts must show the vendor's GST registration number.
- Receipts must total \$50 or more to be processed.
- Purchases should meet Educational Outcomes in your Learning Plan. If there are questions about the validity, the receipts will need to be reviewed by the Principal prior to processing the reimbursement request. (e.g. no groceries, memberships, clothing, Internet or vehicle costs)
- List all receipts and total columns prior to submission.
- All loose receipts that are smaller than half of a letter size paper must be taped to a piece of paper (single-sided) with all information clearly visible. More than one receipt can be taped to a page provided all information is visible.
- Your adherence to these guidelines will expedite your reimbursement.
- It will take about 3 weeks for cheque to arrive.

Learning Resources Center Orders – Parent Directed Modules

- Go into the following website: <http://www.lrc.education.gov.ab.ca/pro/default.html>
- You will receive a 25% discount, when you order through CBe-learn.
- These resources need to meet the educational outcome in your learning plan.
- Choose the resources you would like to order. For example: The Key
- Submit a list including the following:
 - order number or ISBN number
 - title of the resource
 - cost of the resource
- Funds will be removed from your funding entitlement
- Orders will need to be larger than \$50

How and When to Submit Requests

Dates for submission of Reimbursement and LRC Requests:

- **November 1, 2010 – May 2, 2011**

Submissions to go directly to:

Mary Ann Fullerton
Windsor Park, Home Education

For further information or clarification, please contact:

Linda Tickner ldtickner@cbe.ab.ca



**HOMESCHOOLING PARENT
REIMBURSEMENT REQUISITION FORM
Calgary Board of Education
2010-2011**



PAYABLE TO:

Name (Print): _____

(Please use the same name on each submission)

Date Submitted: _____

Student's Name (print): _____

Address: _____ City: _____ Postal code: _____

Parent/Guardian Signature: _____

| DATE | COMPANY NAME | SUPPLIES | CURRICULUM | TUITION | EQUIPMENT | FIELD TRIP | |
|------|--------------|----------|------------|---------|-----------|------------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | GRAND TOTAL | 0 | 0 | 0 | 0 | 0 | 0 |

For admin use only.

Budget Code: _____

Amount: _____

Approved for Payment: _____

Date Submitted: _____

Final due date for submitting receipts for reimbursement is May 2, 2011.