



Home Education Expense Reimbursement Form

School Year:	
Child(ren)'s Name(s):	
Parent's Name:	
Address:	
Date:	

Vendor/Store	Date	Amount	G.S.T.	TOTAL	Total Allowable
TOTAL		\$	\$	\$	

Signature of Parent: _____

Home Education Expense Reimbursement Guidelines

Parents of students in parent-directed and shared responsibility home education programs can be reimbursed for some of the materials required to educate their child at home. This document is a guide as to how those funds can be allocated which must be consistent with the *Home Education Regulation*. See also the [Home Education Handbook](#).

Funding is provided to parents based on the following considerations which are further articulated in the [Standards for Home Education Reimbursement](#):

1. The reimbursement requested is directly related to the approved home education plan that the parent has written and submitted,
2. The parent has provided detailed receipts or invoices showing proof of payment,
3. Reimbursement cannot be for any form of personal remuneration for the parent, cannot pay for travel costs, and cannot pay for other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.

Parents may transfer some or all of their unused home education funding to the associate school board by signing a [parent declaration form](#). These funds can be used by Peace Home Learning Connection to support ongoing programming and provide funding to those families who are not eligible for funding. Any funds that have not been used or transferred to the associate school board by the end of the second year are returned to Alberta Education.

Parent-Directed Home Education:

The supervising school board receives funding from Alberta Education, of which **\$901.00** per student in Grade 1 to 12 (**\$450.50** per child in Kindergarten) per school year is available to parents for the programming/materials reflected in their home education plan. This money is provided to parents after the school division receives receipts and confirms the expenses are consistent with the Standards for Home Education Reimbursement. Parents have up to two years to access this funding. **Note that Kindergarten children are eligible for funding if they are four years and eight months old, and no older than six years old, on September 1 of the year they are to start Kindergarten.**

Shared Responsibility Programming:

Parents in a Shared Responsibility Program may access a portion of the home education funding corresponding to the percentage of the program that is parent-directed home education. Example calculations are below:

Parent-Directed	Teacher-Directed	Amount Available to Parent
20%	80%	\$180.20
50%	50%	\$450.50
75%	25%	\$675.75

Reimbursable Expenses

The following tables have been taken from pages 2 and 3 of the [Standards for Home Education Reimbursement](#):

Recommended for reimbursement
<i>Determine if the expense being claimed is for something related to: the programs of study; instructional materials; or other resources related to the home education program.</i>
Consumables – paper, pencils, art supplies, general workbooks, ink
Curriculum based – workbooks, textbooks, reading books
Online curriculum programs – learning programs on CD
Learning aids – manipulatives (supported in the student program)
Computers, technology equipment (i.e., printers), including repairs and upgrades
Internet services – 50% of monthly fee from September to end of August
Tutoring – Group or individual lessons necessary for 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, and language lessons taught by a certified instructor and in relation to the student's program
Tangible assets – e.g., cameras, telescopes, musical instruments, physical education equipment, sewing machines
Home economic edibles
Admissions/field trips (up to a maximum of 50% of the funding provided to parents) – Ensure reimbursements are for activities related to the student's program, which may include zoo admission, theatre tickets related to literature study, museum admissions, science centre entrance fees, and multi-use recreation centres. Reimbursable amounts should be 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 individual student admissions. Multiple admissions or annual passes are acceptable for activities when directly related to the student's home education plan. Reimbursement for parent admissions and travel costs are not acceptable.
Postage/shipping and handling from vendors to the home education family

Not recommended for reimbursement
<i>Expenses that are considered a cost of operating a home school and not associated with the program and/or usually required to be paid for by a parent of a student enrolled in a school operated by a board or private school.</i>
Furniture
Warranties/Insurance
Competitions – including, but not limited to, swim meets and tournament costs
Registration fees – including, but not limited to, sports teams, community leagues, and summer camps
Postage, fax costs and long-distance charges to an associate school board or private school and its teachers
Reimbursement for parent admissions and travel costs are not acceptable.

Purchase Orders (PO)

Some companies are able to bill Peace River School Division directly through the use of a Purchase Order (PO). Each PO number is unique and may only be used once.

There are no PO numbers issued before the first week of September, until a new registration with Peace Home Learning Connection has been completed and approved, and until a new Home Education Plan has been submitted and approved.

Company Name	Phone number	How it works:
Math U See	1-888-854-6284	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. The company will bill us directly and the amount will be reduced from your reimbursement allocation.
Scholars Choice	1-800-265-1095	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. After we send an email confirming the amount, the company will bill us directly and the amount will be reduced from your reimbursement allocation.
Learning House	1-866-875-5550	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. After we approve the purchase with the company, the company will bill us directly and the amount will be reduced from your reimbursement allocation.
Scholastics Canada	1-800-268-3860	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. The company will bill us directly and the amount will be reduced from your reimbursement allocation.