



## 2020-21 Home Education Reimbursement Form Instructions

- **Assistance:** Contact your WISE Home Education Facilitator
- **Deadlines:** Fall claims: Completed forms and receipts are due December 18, 2020 for a January 31, 2021 payout. Spring claims: Completed forms and receipts are due May 28, 2021 for June 30, 2021 payout.
- **Funding Amount(s):** Funding is \$835.40 per student in accordance with the 2018-19 Funding Manual and the Home Education Regulation (Alberta Regulation 145/2006). At the date of this printing, the 2020-21 Funding Manual has not been released. When it is released the total funding may be adjusted at that time.
- Maximum payout is \$417.70 in the Fall, and \$835.40 (less the Fall payout) in the Spring. You can submit (1) half of your receipts in the Fall and half in the Spring or (2) the full amount at either time.
- Note: All items claimed must be on your program plan(s). Attach your program plan(s), updating if required. Verify that receipts are eligible for reimbursement using the [Standards for Home Education Reimbursement](#). Original receipts are required to be attached to this form.
- Submit one claim form per family.
- Tape small receipts to a standard 8.5x11 sheet of paper. A short clarifying note is appreciated. e.g., “Printer paper” or “Waldorf Essentials”. They are to be labeled as per the instructions below.
- Record one receipt per line. Do not list individual receipt items unless items belong to different claim categories.
- **Keep copies of all receipts and claim forms for your files.**
- Completed forms can be given to your homeschool facilitator or mailed/given to Waldorf Independent School of Edmonton - 7211 96A Ave. - Edmonton AB - T6B 1B5.

### Explanation of Form Reimbursement Submission & Payment Information

*(The payee is the name of the Parent/Guardian who will receive reimbursement cheques on behalf of the student)*

Payee Last Name: \_\_\_\_\_ Payee First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Name of student(s): \_\_\_\_\_

Homeschool Facilitator: \_\_\_\_\_

REIMBURSEMENT / CLAIM TOTALS - Office Use Only			
TOTAL CLAIM		DATE ISSUED:	REMAINING REIMBURSEMENT AVAILABLE:

Payee Last Name: \_\_\_\_\_ Payee First Name: \_\_\_\_\_

**Section 1: Curriculum Specific Receipts**

Examples include: books, curriculum, online programs, consumables (paper, pencils, art supplies, printer ink, home economic edibles) tutoring, monthly internet charges if billed by usage.

Maximum claim amount / student: Total funding allotment - \$835.40

Line	Receipt Date	Resource	Student Name	Subtotal	GST	Total
A1						
A2						
A3						
A4						
A5						
A6						
A7						
A8						
A9						
A10						
A11						
A12						
A13						
A14						
A15						
A16						
A17						
A18						
A19						
A20						
<b>SECTION 1 TOTAL</b>						

Payee Last Name: \_\_\_\_\_ Payee First Name: \_\_\_\_\_

**Section 2: Lessons & Classes Receipts (Max \$417.70 per student)**

Examples include: music, swimming, and language classes. *Note: Do not include tutoring receipts - they can be included in Section 1.*

Line	Receipt Date	Resource	Student Name	Subtotal	GST	Total
B1						
B2						
B3						
B4						
B5						
B6						
B7						
B8						
B9						
B10						
<b>SECTION 2 TOTAL</b>						

**Section 3: Admissions, Field Trips, Passes (Max \$417.70 per student)** Examples include: zoos, museums, science centres, multi-use recreation centres, theatre tickets. *Note: Reimbursement for student costs only.*

Line	Receipt Date	Resource	Student Name	Subtotal	GST	Total
C1						
C2						
C3						
C4						
C5						
C6						
C7						
C8						
C9						
C10						
<b>SECTION 3 TOTAL</b>						

Payee Last Name: \_\_\_\_\_ Payee First Name: \_\_\_\_\_

**Section 4: Tangible Assets (Max \$417.70 per student)** Examples include: cameras, telescopes, musical instruments, physical education equipment, sewing machines. *Note: Computers, printers, tablets, or other technology equipment, can be submitted in Section 5, "Computers..."*

Line	Receipt Date	Resource	Student Name	Subtotal	GST	Total
D1						
D2						
D3						
D4						
D5						
D6						
<b>SECTION 4 TOTAL</b>						

**Section 5: Computers & Technology Equipment (Max \$500 per student)**

Examples include: laptops, desktops, printers, tablets, including repairs and upgrades.

Line	Receipt Date	Resource	Student Name	Subtotal	GST	Total
E1						
E2						
E3						
E4						
E5						
<b>SECTION 5 TOTAL</b>						

**Section 6: INTERNET** Submit one internet receipt unless your bill varies by usage. Record the internet charge, factoring in any discounts, under Subtotal on Line 1. Multiply subtotal by 0.05 and record under GST in Line 1. Add Subtotal and GST and record under Total in Line 1. *Note: Do not include charges for phone, cable, etc. And, if you bill varies by usage, record in Section 1.*

Line	Receipt Date	Resource	Student Name	Subtotal	GST	Total
F1		Internet				
F2	Divide all F1 Figures in half and record:					
	Multiply all F2 figures by number of months claimed (max. 12) and record:					

**TOTAL CLAIM REQUESTED (total of all the above sections)**

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