



**HOMESCHOOLING
FUNDING
HANDBOOK**

2023-2024

Keeping the



in
Home-Based Learning

Children are the future – give yours HOPE !

Funding Handbook

Table of Contents

What is Homeschooling Funding? _____	1
Who Receives Homeschooling Funding? _____	1
What is the Amount of Homeschooling Funding? _____	1
What are the Registration Resource and Materials Fees _____	1
When and How is Funding Available? _____	1
When is the Deadline to Have Receipts Submitted _____	2
If all the Funding is Not Used in One Year _____	2
Can I Exceed My Homeschooling Funding Allotment _____	2
How Do I Access My Homeschooling Funding? _____	2
How Do I Return Textbooks and Materials to the School? _____	2
How Do I Claim? _____	2-3
Do I Need To Identify Which Child The Purchase Is For On The Receipts? _____	3
What Items are Covered by Homeschooling Funding _____	4
Resources Eligible for Reimbursement by Homeschooling Funding _____	4
Direct-Billing Through the Purchase Order Method _____	5
Homeschooling Reimbursement Form _____	6
Electronic Funds Transfer application for direct deposit _____	7
Request for Additional Curriculum Resources form _____	8
Lesson Request Form _____	10
Returning Resources by Canada Post _____	11
<u>Appendix</u> : Alberta Education Standards for Home Education Reimbursement _____	12

What is Homeschooling Funding?

Homeschool funding is the dollar amount made available to families to provide some financial support for educating their children at home and in their local environment.

Who Receives Homeschooling Funding?

Students registered in the Homeschooling Program and the Shared Program (funding is available only on the portion of program that is Homeschooling – not the Online Teaching program portion). In order to be eligible for funding, students must be registered in our school on or before September 29th.

What is the Amount of Homeschooling Funding?

In the **Homeschooling Program**, students are eligible for funding in the amount of 50% of the grant the school receives from Alberta Education per registered student. In the 2023-2024 academic year, the Homeschool Funding amount is **\$901.00**. Kindergarten students will receive **\$450.50**

Online Teaching Program students in a SHARED PROGRAM are eligible for funding in the amount that is proportionate to their Homeschooling program percentage (50% or less) with the Online Teaching Program portion between 50% to 80%. If a student is 80% or more in the Online Teaching Program, they will be considered fully Online Teaching Program (even though 20% or less is Homeschooling Program).

For Example:

A student in grade 1-9 is in the Shared Program who is doing 50% Homeschooling. The student would be eligible for 50% of \$901 = \$450.50.

A high school student in the Shared Program with a total of 35 credits, of which 15 credits are Homeschooling, the student would be eligible for $15/35 = 43%$ of \$901 = \$387.43

What are the Registration, Resource and Materials Fees?

Homeschooling families may rent our teacher developed curriculum, text books and/or purchase supplementary resources and consumables. These amounts will be deducted from their homeschooling funding if applicable. Homeschooling families can purchase materials of their choice which match their child's program plan (can also be purchased by purchase order through SOH).

When and How is Funding Available?

Funding is available commencing Oct. 15th of the academic year. Reimbursement claims must be submitted by mail to the School of Hope office in Vermilion, using the **Homeschooling Reimbursement Claim Form** found on our website and also included in this Handbook.

Completion of the Electronic Funds Transfer (EFT) form will reduce the amount of time required to issue payment. The form is available on the website and also included in this handbook.

When is the Deadline to have Receipts Submitted?

Deadline for submission of receipts for all students is May 31st of the academic year (mailed no later than May 31st). Exceptions to this rule require approval from school administration.

If all the Funding is Not Used in One Year, Does the Amount Carry-over to the Next Year?

Homeschooling Program students have two years to use their funding. If you submit receipts for 75% or more of the funding amount, you will be reimbursed the full amount of \$901. Unused funding can be gifted to the school instead of it going back to Alberta Education (*form available upon request*).

Can I Exceed My Homeschooling Funding Allotment if I Have Special Circumstances or Extraordinary Expenses?

The total amount of homeschooling funding cannot be exceeded. In the event charges exist from the previous school year, the balance owing will be brought forward to the new school year.

How Do I Access My Homeschooling Funding?

Accessing funds requires the family to first pay for the items and then claim reimbursement by submitting the receipts. Or, the School can directly purchase the items on behalf of the family through our Purchase Order System, see page 5.

All claims must be submitted according to the timelines previously stated and on the applicable form. Claims are processed in the order in which they are received in the office. The claim is then sent to our central office where an electronic transfer of funds/direct deposit or cheque is issued. This process takes about 2-3 weeks.

How Do I Return My Texts and Materials to the School?

Any textbooks borrowed from SOH will need to be returned. This can be done by Canada Post at no cost to family. Please see the [Returning Resources Form](#) on our website and also included in this Handbook.

How Do I Claim Reimbursement?

Fill out the [reimbursement claim form](#), sign and date it - enclose receipts/invoices and mail to:
SCHOOL OF HOPE, 5212 RAILWAY AVE., VERMILION, AB T9X 1C2

- **Original receipts only:** phone pictures or copied till receipts will not be accepted. If an original receipt is required for warranty/ business purposes, then a copy will be accepted along with a written explanation from the parent. Debit/credit card slips, statements or cancelled cheques cannot be used in lieu of a receipt.

- If all receipts/invoices have been received online, then you can submit the claim form and receipts by email to: linda.macor@ecacs16.ab.ca Please do not send phone pictures.
- **Receipts for materials, resources and services must be in alignment with the student's Homeschooling Year Plan.** For example, senior high students must have art in their plan in order to be reimbursed for art materials. Curriculum purchased must be for the current grade level.
- **Questionable items may require a written explanation** as to how the purchase pertains to the student's educational program and are subject to facilitator and administrator approval.
- **RECEIPTS MUST SHOW:** vendor/supplier's name, address, date and detail of purchase.
- **Receipt Dates:** for **technology** and **curriculum** must be dated no earlier than January 1, 2023. **Consumable supplies** are claimable if purchased after July 1, 2023. **Lessons and tutor services** are reimbursable only in the 10 months of the current school year. **Internet** monthly service fee for September to June. (*June, July and August are claimable in the following school year for families who had a child enrolled in the previous school year.*)
- **Proof of payment:** such as a *copy* of a credit card statement or slip or debit slip is required if only an invoice is submitted and not a receipt. If an invoice shows that payment has been received in full then proof of payment is not required.
- **Claiming exchange rate for purchases made outside of Canada.** Provide a copy of your credit card statement (*numbers & other purchases can be marked out*) OR send an online printout of the foreign exchange rate with historical date of purchase.
- **Partial payments:** will be made on a receipt when funding is insufficient to cover the total amount claimed.
- **Keep a copy** of all submitted receipts and reimbursement forms in case of mail problems.
- **Submission amount minimum:** \$100_ per claim.

Do I Need To Identify Which Child The Purchase Is For On The Receipts?

YES. If reimbursement is submitted for multiple students in the same family, please write the name of the student next to the expense on the receipt. Do not fill out a separate claim form for each student.

What Items are Covered by Homeschooling Funding?

Reimbursement is based on three conditions:

- Necessary for and related to the student's program;
- Paid for and supported by invoices; and
- Not usually paid for by parents of students in a brick-and-mortar school, or not a form of remuneration to the parent.

Resources Eligible for Reimbursement:

Instructional Resources

- Textbooks, workbooks, additional reading books, notebooks, math manipulatives
- Instructional CD/DVD/ on-line resources including live-streamed video
- Educational software, online subscriptions to educational sites
- Science equipment and supplies for projects and laboratory experiments

Consumables

- Paper, pens, pencils, art supplies, planners, ink cartridges, photocopies, project materials.
- Head phones - \$75 max.

Technology (Maximum \$500 per student per year - combinable for multiple children.)

- Computer, laptop, chromebook
- Printers, monitors, computer upgrades and repairs
- Tablets and e-readers (I-Pad, Kindle, Kobo)
- DVD player (maximum \$100)

*Lessons/Classes: (must be training and technique only – no competitions/festivals)

Includes: Music, Swimming, Language Study, Art, Dance, Gymnastics, Martial Arts, Track and Field, Skating, Skiing/Snowboarding; Home Ec. (gr.5-12); Horseback riding (*not roping, jumping, racing, rodeo*); Tutoring: group or individual sessions by subject matter expert (not by an immediate family member).

Admissions/Fieldtrips/Science Centre/Recreation Centre: (maximum 50% of funding = \$450.50)

Claimable from Sept. to June. Includes: Science Centre, Museum, Library, Historical sites, Theatre, Zoo, Cultural centers/events; Multi-use Facilities passes, Ski passes

Additional Educational Items (maximum \$450.50 per student per year unless specified otherwise)

- Musical instruments/rentals, music books
- Physical Education equipment/rentals (similar to what is provided in schools)
- Camera, telescope, microscope
- Home Economics supplies, sewing machine, etc. (grades 5-12)

Services

- Internet Service: 50% of monthly service cost, from Sept. to Aug. of the current school year (**submit a bill for each month claimed**).
- Postage or shipping costs from supplier to family only if included on invoice. (*Postage will not be charged or reimbursed between school and home*)

***Certification of Qualifications** form for private instructors must be on file and approved by administration prior to reimbursement of lessons. This form is not necessary for large facilities such as colleges or registered associations who employ certificated instructors.

Direct-Billing Through the Purchase Order Method

Students can have items purchased and paid directly by SOH to the vendor who is willing to use this system. Submit the Request for Additional Curriculum Resources form. Lessons can also be paid directly by SOH. Submit the Request for Lessons form. Forms are on following pages or available on the website under FORMS.

- Do not add items to an order once original order has been authorized by SOH.
- Send orders well in advance to ensure books are in place for the school year.

RESOURCES:

1. Find a vendor or source for the resources.
2. Fill out the Request for Additional Curriculum Resources form. You can also attach the vendor's order form.
3. Email or fax the Request for Additional Curriculum Resources form to SOH. Fax #1-780-853-9798 or email monica.beck@ecacs16.ab.ca A purchase order number must be issued by the office BEFORE the shipping or pick-up of items by a family.
4. Once resources are verified/approved, the vendor will be contacted to complete the order.

TECHNOLOGY:

1. Inquire with store if they are willing to do a purchase order with SOH. Bring a Request for Additional Curriculum Resources form with you for their information.
2. After selecting item, have the store/vendor fax or email a quote or estimate to SOH. Have store indicate which student the item is for. Fax 1-780-853-9798 or email monica.beck@ecacs16.ab.ca
3. Computer protection plan costs are not covered by SOH. Installation of necessary software programs can be included in cost of computer.
4. Once the item is approved by SOH, the store will be contacted with a purchase order number and payment is made upon receiving the invoice. (The cost is deducted from the student's funding.)

LESSONS:

1. Submit Lesson Request Form for activities between Sept. 1st and June 30th. Fax 1-780-853-9798 or email donna.reeds@ecacs16.ab.ca
2. The Lesson Request Form must be completed and signed by the parent (not the service provider).
3. An invoice from the service provider/instructor will not be processed for payment without a completed Lesson Request Form from the parent.
4. Should a student withdraw from lessons already paid for by SOH, it is the responsibility of the parent to seek reimbursement of the remainder of the lessons so that their funding can be credited to their account.

Last day to submit a purchase order is May 31st



5212 Railway Avenue, Vermilion, Alberta T9X 1C2
 Phone: 780- 853-2188 Fax: 780-853-9798
 Toll Free Phone: 1-888-350-HOPE (4673)
<https://soh.ecacs.ca>

HOMESCHOOLING REIMBURSEMENT FORM

Parent's First & Last Name

Mailing Address

Town/City

Postal Code

Company	Description of Educational Items <small>(which student is this for?)</small>	GST	Total Amount	Office Use ONLY
TOTAL:				

**** Deadline for claims: May 31st Grades 1-12 ****
Reimbursement expenses must align with the student's Educational Program Plan.

Parent Signature: _____ **Date:** _____

SCHOOL OF HOPE

5212 Railway Ave, Vermilion AB T9X 1C2
Phone: 780-853-2188,ext.3107
Fax: 780-853-9798
Toll Free (AB only) 1-800-350-HOPE (4673)
Email: monica.beck@ecacs16.ab.ca

Office Use Only:
PO # _____
Date: _____ Initial: _____

REQUEST for ADDITIONAL CURRICULUM RESOURCES

Family Name: _____ **Contact Phone:** _____

Suggested Supplier Information: (subject to change by SoH depending on price & availability)
Company Name: _____ Store #: _____
Address: _____ City: _____
Contact: _____ Phone: _____
Email: _____ Fax: _____

Student Name	Item #	Item Name/Description	Qty	Price Each

This form is a request only.

- After the request is approved, a Purchase Order will be faxed to the Company (A quote may also be sent to us directly and must have contact information of supplier and family contact information in order to process.)
- The Company, depending on their policies, can then release the goods being purchased as the School of Hope guarantees payment with their Purchase Order. Additional items cannot be added after purchase order has been issued.

Parent Signature: _____ Date: _____

Teacher Approval: _____ Date: _____



LESSON REQUEST FORM (filled out by parent, not the company)

This form is used only when SOH pays the instructor directly from your funding. An **ORIGINAL INVOICE** must be submitted by the Company or Instructor after the Purchase Order number has been issued.

- A. Parent' Name: _____
- B. Student Name: _____ Grade: _____

- C. Type of Lessons: _____
Type of Membership/Pass: _____
- D. Company Name: _____
Company Address: _____

Postal Code: _____
- Contact Name: _____
Phone: () _____ Fax: () _____
GST Number: _____
- E. Lesson Dates: From: _____ to _____

TOTAL COST: \$ _____

 \$ _____

**Please indicate any GST charged.*

Please remember that the purchase order procedure does take time. Please fill in this form as accurately as possible and submit it to the office in advance of the program's start date to: donna.reeds@ecacs16.ab.ca
You will receive a confirmation email once lessons have been approved.

The cutoff date for Purchase Orders is May 31.

Parent Signature

Date

