



HOMESCHOOLING FUNDING HANDBOOK

2025-2026

Keeping the



in
Home-Based Learning

Children are the future – give yours HOPE !

Funding Handbook

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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 for each registered student. In the 2025-2026 academic year, the Homeschool Funding amount is **\$901.00**
Kindergarten students will receive **\$450.50**

Shared Program Online students 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

When and How is Funding Available?

Funding is available commencing Oct. 15th of the academic year and the deadline to submit is May 31st (mailed no later than May 31st). You can submit as many claims as you like between these dates as long as each claim is \$100 or more. If you submit receipts for 75% or more of the funding amount, you will be automatically reimbursed the full amount of \$901.

Accessing funds requires the family to first pay for the items and then submit the receipts with the **Homeschooling Reimbursement Claim form** (available on the SOH website and also included in this handbook). Claims must be in alignment with the *Alberta Education Standards for Home Education Reimbursement* (included in this handbook).

Once your claim is processed and approved, payment is sent by cheque or direct deposit. This process takes about 10-14 days. Direct deposit will reduce the amount of time waiting for payment. The form is available on the website and also included in this handbook. Your information will stay on record till you change it or withdraw from the School.

What is the Purchase Order Method for Accessing Funding?

Educational items can be requested through the School which will then be ordered and paid for by SOH to the vendor directly from the student's funding. The item is then shipped to you. Lessons can also be paid for this way. Please see the purchase order procedures detailed on Page 5.

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

Any unused funding will be brought forward to the following school year if that student is re-registered with Hope Home School. It can be used for educational expenses in the current school year (previous year receipts are not claimable).

If Kindergarten funding is unused, it will be brought forward to the next school year but can only be reimbursed for kindergarten expenses from the previous year.

What Happens to the Funding That Is Not Used After 2 Years?

This unused funding is sent back to the Department of Alberta Education. Parents are allowed to transfer it to the School of Hope (ECACS Div.16) for eligible education supports if they so choose. A signed transfer of funding form is required (*we would send it to you*) in order to facilitate this transfer.

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 TO CLAIM REIMBURSEMENT FOR EDUCATIONAL EXPENSES:

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

OR

Email your claim if all receipts were received ONLINE. Send to linda.macor@ecacs16.ab.ca.

- **RECEIPTS MUST SHOW:** vendor/supplier name, address, date, cost and detail of purchase.
- **Original receipts only:** cellphone pictures or copied till-receipts will not be accepted. Debit/credit card slips or statements cannot be used in lieu of a receipt. Handwritten receipts for used items/curriculum is acceptable if all required information is detailed. If an original receipt is required for warranty/business purposes, then a copy will be accepted along with a written explanation from the parent.

- Do not write out each item on the claim form if the receipt already has that information. Write a general description (eg. *curriculum, supplies, etc.*).
- **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.
- **Indicate which student the expense is for if you have more than one student.** Do not fill out a separate claim form for each student. You can write their name beside their item on the receipt.
- **Questionable items require a written explanation** as to how the purchase pertains to the student's educational program and are subject to facilitator and administrator approval.
- **Receipt Dates:** for technology and curriculum must be dated after January 1, 2025. Consumable supplies are claimable if purchased after July 1, 2025. 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:** 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 (*all other information can be crossed out*) OR send a banking site 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.

What Items Are Claimable for 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.

Instructional Resources

- Curriculum, textbooks, workbooks, reading books, activity books
- Educational software, online resources, learning programs and subscriptions to educational sites
- Science equipment and supplies for projects and experiments
- Math manipulatives, Lego classic blocks
- Maps, globe, library membership
- Music books

Consumables

- Paper, pens, pencils, notebooks, art supplies, planners, ink cartridges, photocopies, project materials.
- Head phones, wireless airpods - \$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 or festivals)*

Includes: Music, Swimming, Language Study, Art, Dance, Gymnastics, Martial Arts, Track & Field, Skating, Skiing/Snowboarding; Tutoring: (not by an immediate family member)., horseback riding (instruction by a certified instructor only*)

* **Certification of Qualifications form** for instructors must be submitted if claiming private lessons or horseback riding lessons. Not necessary for registered associations, colleges, universities, multi-use facilities who employ certificated instructors. Form is available on the [website](#).

Activities/Fieldtrips Admission *(maximum 50% of funding)*

- Museums, science centers, zoo, historical sites, cultural centers/events, theatre, fitness facility pass. *(Only the student portion of a family pass will be reimbursed and proof of student cost is also required.)*

Additional Educational Items

- Camera (*max. 50% of funding*), telescope, microscope
- Home Economics supplies, sewing machine, lessons, etc. (grades 5-12) *max. 50% of funding*
- Whiteboard, bulletin board
- Music instruments (*maximum 50% of funding*)
- Phys.ed. supplies/equipment similar to what is provided in schools (balls, racquets, nets, bats, weights, mats) (*max. 50% of funding*)
- Postage or shipping costs from supplier to family only if included on invoice

Internet

- Monthly internet service fees (50% of cost claimable) from Sept. to Aug. of the current school year *(submit a bill for each month claimed).*

NOT CLAIMABLE: Parent admission, travel costs, amusement parks, furniture, storage containers, backpacks, postage, duties & fees, insurance, warranties, protective wear, uniforms, costumes, clothing, footwear, gift coupons redeemed, membership costs, AGF fees, administration fees, HSLDA, RCM exams, testing, competitions, festivals, instrument repairs, driving lessons, skates, downhill skis, helmets, hockey sticks, archery equipment, construction supplies, animal husbandry, non-educational games and puzzles, post –secondary courses, registration fees.

Purchase Order Method

Students can have items purchased and paid directly from your funding by SOH to the vendor who is willing to use this system. The items are then shipped directly to you. Submit the Request for Additional Curriculum Resources form. Lessons can also be paid directly by SOH using the Request for Lessons form.

Forms are on following pages or available on the website:

Parents→School Forms→Documents→Parent Directed Forms

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

RESOURCES:

1. Find a vendor or source for the resources.
2. Fill out the Request for Additional Curriculum Resources form, or you can send in the vendor's order form.
3. Email the Request for Additional Curriculum Resources form to [**monica.beck@ecacs16.ab.ca**](mailto: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.

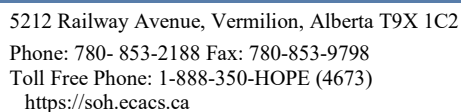
TECHNOLOGY:

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. Email to [**monica.beck@ecacs16.ab.ca**](mailto:monica.beck@ecacs16.ab.ca) or fax 780-853-9798
3. Installation of necessary software programs can be included in cost of computer. Computer protection plan costs are not covered by SOH.
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.
- 5.

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**](mailto: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



Parent's First & Last Name

Town/City

Postal Code

**** 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

