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# YELLOWHEAD KOINONIA CHRISTIAN SCHOOL

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## HOME EDUCATION RESOURCE REIMBURSEMENTS

### HOW HOME EDUCATION FUNDING WORKS:

If registered by September 30<sup>th</sup> with YKCS, funding is available for each student in the amount equal to half of the funding YKCS receives from AB Learning. This amount changes slightly each year. Please call the office to confirm the rate for each upcoming school year. The remaining half of the funding is used to pay our Facilitators and for administration costs. When a parent submits ORIGINAL receipts, YKCS will reimburse up to the total eligible amount for any given year.

### FREQUENTLY ASKED QUESTIONS:

#### *Why do we need receipts? Why can't YKCS just give us the money?*

If YKCS were to simply give parents money, that amount would be considered by Revenue Canada to be income received, and would therefore be taxable. Rather, YKCS reimburses parents for resources they have purchased directly.

#### *Do resources belong to us or do we have to return them to YKCS?*

According to Alberta Learning, all resources are the property of the school administration to dispose of as the board sees fit. YKCS has the option of retaining these resources, or turning them over to the parents. YKCS's policy is to require the return of reuseable resources to the school after a family's students no longer require them. This builds up our Home Education Lending Library, and frees up student funds for other resources.

#### *Why does YKCS wait until October to pay for our resources?*

Each fall, Alberta Learning provides YKCS with the first funding instalment in early October. Until this funding arrives, we are not in a position to pay for resources for our families.

#### *What receipts may I submit?*

Consistent with Home Education Regulation, **we will reimburse parents who provide us with ORIGINAL receipts for the following:**

- Learning resources related to the home education program, including:
  - textbooks, workbooks
  - consumables such as paper, pens, scrapbook, supplies, etc,
  - resource books, extra reading books, videos, DVDs, instructional tapes
  - computer hardware (including upgrades) and software
  - equipment such as a microscope, physical education apparatus, sports equipment, musical instruments, etc.
  - consumable materials needed to construct projects that are clearly part of the learning program (eg: play-dough, clay, glue, Lego, wood, fabric, supplies for a science project, crafts, etc.)
  - educational games and related gaming consoles
- Photocopying costs
- Admission fees to conferences, museums, concerts, etc.
- Lessons, including group swimming, art, dance, language, individual private lessons and fees paid to a tutor
- Membership fees (library, support group, AB Home Ed Assoc., Home School Legal Defence Assoc.)

***Please note that shipping, exchange or tax incurred is part of the cost of the items and can therefore be submitted for reimbursement. Receipts MUST be original, not photocopies. In order to be reimbursed for US exchange, official documentation showing the Canadian amount that was actually paid should be included with the original receipt (copy of credit card statement, money order form, etc.)***

**BEFORE FUNDS MAY BE RELEASED, THE CURRENT YEAR'S EDUCATION PLAN MUST BE RECEIVED BY THE SCHOOL OFFICE.**

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**YKCS CANNOT reimburse parents for the following:**

- Travel costs, including gas, meals and accommodation
- Food stuffs, except special ingredients for a home economics course – please send a letter with the receipt stating its use.
- Non-educational videos or DVDs
- Video or computer games
- Large farm animals
- Clothing
- Grad or school photographs

### **FREQUENTLY ASKED QUESTIONS:**

#### ***Why must I send in original receipts?***

The policy of Revenue Canada is to only accept original receipts for reimbursement. During an audit, they require to see those receipts.

#### ***What if I need my receipt back for warranty purposes?***

If you happen to require your submitted receipt, we can send it to you. We request that you return it promptly when it is no longer required. Otherwise, an adjustment can be made to the file and the receipt can be permanently removed. Another alternative is to request two copies of a receipt at the time of purchase.

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### *When are receipts obsolete, and no longer eligible?*

Our office requires that all receipts be submitted by May 31<sup>st</sup> of each school year. If this is not realistic for you, please call the school office for other arrangements and approval.

### *My friend told me I should only buy “consumable” products like lessons and pens and paper, because I can take other things (like textbooks and computers) back at the end of the year, or if I leave your board. Is this true?*

Legally, the board has the right to require the return of educational materials at the end of their use.

**PLEASE NOTE:** Home school families will not have access to monies leftover from their funding at the end of the school year.

### **DATES & DEADLINES:**

YKCS will reimburse receipts as they are received throughout the school year, up to May 31<sup>st</sup>, with the exception of June/July/August (with prior arrangement) which may be submitted to the school office by August 31<sup>st</sup>.

**September 30** – Register your students with YKCS to be eligible for funding. Have your program plan completed and handed in to your facilitator.

**October 1** – Begin to submit receipts

**May 31** – Have final receipts submitted to the office.

### **REIMBURSEMENT FORM & RECEIPTS**

When we receive and process your receipts, you will receive a cheque for the receipt amount (up to the amount of funding you have available at the time). To send in receipts, please print off our Reimbursement Form which you will find on the school website ([www.ykcschool.com](http://www.ykcschool.com)), fill it in, and submit to the office by mail or in person, along with the original receipts. You may also acquire a Reimbursement Form at the school office.

In order for YKCS to reimburse expenses incurred for home education, a few things are necessary:

**ORIGINAL** receipts must be submitted. Photocopies are **NOT** acceptable, even when it is desirable to keep the original for warranty purposes, as in the case of a computer. We keep all receipts on file, and in the case of a warranty issue, arrangements can be made to return the original receipt to you, or acquire a duplicate at time of purchase for your records.

The receipts must be for expenses that were incurred for the home education of your children with YKCS. Please refer to the list on the previous page. Alberta Education states that transportation, food and accommodation are not acceptable expenses. If the educational nature of your purchase is not self-evident, please attach a written explanation of how the purchase fits into your education program plan.

If there are additional purchases on your receipt that you do not wish to claim, please cross them off.

If you have more receipts than will fit on a single form, please total the first form, and complete a second form separately.

