



# Newell Christian School

Developing Skilled Servants of Christ

## Parent Resource Reimbursement Policy & Procedure

### **Rationale:**

Each Home Education student in Alberta is allotted funding from Alberta Education for parents to access in accordance to the *Standards for Home Education Reimbursement*. This policy and procedure outlines how parents at NCS@Home can access that funding each school year.

### **Details of Policy:**

1. Students enrolled in ECS Home Education in Alberta are entitled to \$450.50 Grade 1-9 \$901 of funding from Alberta Education.
2. Expense submissions will be completed through the office at NCS or emailed to [shannon.ruppert@newellchristianschool.com](mailto:shannon.ruppert@newellchristianschool.com) Parents will need to fill out the re-imbursement form include proof of payment with an invoice or receipt, showing GST, if applicable. Any claim without a clear receipt will not be reimbursed. Include portion of Home Education Program Plan that shows receipt is applicable to area of study.
3. Payments will be processed on a monthly bases from October through June.
4. The final submission deadline for the year is May 31.
5. Each reimbursement claim must be in accordance with the *Standards for Home Education Reimbursement* which is summarized below.
6. Each reimbursement must be in accordance with the student's Home Education Program Plan.
7. If purchase is in USD, please provide the amount in CAD and proof of payment in CAD. A screenshot of a credit card statement works to show the CAD amount. Without this, payments in USD will not be reimbursed.
8. Reimbursements be delivered by automatic deposit if the parent has submitted the proper banking details to the school. Please make sure you have submitted the Pre-Authorized Deposit Form & a void cheque to the finance office at NCS. If a pre-authorized deposit form has not been completed it is up to the discretion of the finance office on form of payment.

9. Reimbursement submissions may be made from the previous school year as long as the purchased item is for the current school year AND the receipt is from the same calendar year. Parents can begin collecting receipts for the following school year in January of that year, granted the items are for the following school year. Examples:
  - 1) Kathy purchased a Saxon Math book on sale in Feb 2022 and is using it in the 22/23 school year. This is an acceptable claim in October 2022 as it is for the current school year and was purchased in that calendar year.
  - 2) Kim purchased a wall map for history in December 2021 and wants to claim it in the 22/23 school year. This is NOT an acceptable claim as it was not purchased in the calendar year for 22/23.
10. Re-imbursements for children cannot be combined. Please fill out a form for each child with separate receipts.

#### **Procedure:**

1. Send NCS@Home your direct deposit information & void cheque.
2. Go to the Newell Christian School website under Homeschool to find reimbursement forms.
3. Fill out your family and student information and purchase details.
4. Ensure your claim is in accordance with the *Standards for Home Education Reimbursement* and in accordance with your child's Home Education Program Plan.
5. Submit re-imbursement request, applicable receipt and HEPP to the Finance office.

#### **NCS@Home Funding Reimbursement Guidelines**

This document is a summary of Alberta Education's *Standards for Home Education Reimbursement* which can be found at [www.newellchristianschool.com](http://www.newellchristianschool.com). Please refer to that official document for the full regulation.

#### What can I claim reimbursement for?

- Expenses related to:
  - The program of study
  - Instructional materials
  - Other resources related to the student's home education program plan

#### What can't I claim reimbursement for?

- Any form of personal remuneration for the parent (you cannot pay yourself)
- Any form of travel costs
- Other expenses that are usually required to be paid for by the parent of a student in a brick and mortar school

The following list is not exhaustive but gives an overview of eligible expenses that can be claimed.

✓	✗
Consumables - paper, pencils, art supplies, workbooks	Furniture
Curriculum - textbooks, reading books, programs	Warranties/insurance
Online curriculum programs	Competitions - swim meets, sports tournaments, competitive sport team fees
Learning Aids - manipulatives, technology	Registration fees - sports teams, community leagues and summer camps
Computers, technology equipment, printers, ink (including repairs and upgrades)	Reimbursements to parents for personal remuneration
Internet services - up to 50% of monthly fee from September to August	Travel costs of any kind
Tutoring - Group or individual tutoring by an expert who is not an immediate family member	Receipts from a dollar store or other store that do not clearly itemize what is being purchased
Lessons - including but not limited to: music, swimming and language taught by a certified instructor and in relation to student's Program Plan	Expenses involving pets.
Tangible Assets - cameras, telescopes, musical instruments, physical education equipment, sewing machines etc	
Home Economic Edibles - ingredients for foods class	
Admissions/Field Trips - (up to a maximum of 50% of total funding) - zoo admission, theatre, museum, science centre etc Family passes are admissible if they are more cost effective than multiple children *reimbursement for parent admission and travel expenses are not acceptable	
Postage/shipping from vendors to the home education family	

