

Date Submitted: \_\_\_\_\_

**Sturgeon Public Schools  
Home Education  
Reimbursement Request Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please make cheque payable to: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**\*\*\* SUBMISSION DEADLINE: MAY 15, 2021 \*\*\***

| Date of Purchase | Vendor | Description of Item | Related Course(s) & Rationale | Amount |
|------------------|--------|---------------------|-------------------------------|--------|
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
|                  |        |                     |                               |        |
| <b>TOTAL</b>     |        |                     | <b>\$</b>                     |        |

**\*\*NOTE:** Please see reverse for important dates and guidelines.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

|                        |      |
|------------------------|------|
| Facilitator approval   | Date |
| Administrator approval | Date |
| ACCOUNTS PAYABLE       |      |

## HOME EDUCATION REIMBURSEMENT REQUEST

### IMPORTANT DATES & GUIDELINES

Consult the Standards for [Home Education Reimbursement](#) to understand the goods or services that are eligible to be claimed.

Reimbursement requests can be submitted between October 1<sup>st</sup> and May 15<sup>th</sup> and will be processed upon submission of a learning plan.

A separate form should be completed for each child.

Only original receipts will be accepted.

- If you require your original receipt for warranty purposes, please note this on the Reimbursement Request Form. It will be returned to you after your reimbursement has been processed.
- Loose receipts must be taped to letter size paper (8 ½ x 11", singled sided) with all information clearly visible.
- Where possible, submit receipts in batches of at least \$100.

If you have made a purchase outside of Canada, attach a copy of your credit card statement that shows the exchange rate at the time of purchase.

If an item being claimed is not listed in your learning plan as a resource, please add it and send the revised learning plan to the Home Education Facilitator prior to submitting your claim.

*Please direct any inquiries related to the above to your Home Education program coordinator.*