

# Edmonton Islamic Academy

14525 127 Street, Edmonton, AB T6V 0B3  
 Phone: (780) 454-4573 | Fax: (780) 454 - 3498



## Home Education Reimbursement Request Bloom Home Education 2021-2022

<b>Student Name:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Email:</b>

OFFICE USE: On Home Ed Plan			
Date	Supplier	Amount	OFFICE
	<b>GRAND TOTAL</b>		

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

Home Education Facilitator \_\_\_\_\_ Date \_\_\_\_\_

**Parent Declaration**

I hereby agree to transfer any unclaimed amount of my home education funding for the 2021-2022 school year to Bloom Home Education for educational supports.

\_\_\_\_\_ **Parent Signature:** **Date:**

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## REMINDERS

- All purchases must be related to your child's program and must be listed on your Home Education Plan
- To view what can be reimbursed, please see the Standards for Home Education Reimbursement form in the Home Education documents included in your welcome package.
- Please try to itemize your receipts when filling out your reimbursement request form
- Pay for items SEPARATELY from personal items
- Purchases can be made after May 1<sup>st</sup> and claimed in the new school year
- Handwritten receipts are accepted. Please include sellers name, date, amount, payment method and a description of the items purchased

### TO SUBMIT YOUR CLAIMS:

- Complete your reimbursement request form
- Receipts that are not in the form of an 8.5" x 11" piece of paper, please tape each receipt to a 8.5" x 11" piece of paper
- Forms must be submitted to the Edmonton Islamic Academy. This can be submitted via mail, drop off or emailed. If you are emailing, please scan all receipts and save it as a **single file** in PDF form (please do not email all receipts individually). Please email it to [tasha.dawn@islamicacademy.ca](mailto:tasha.dawn@islamicacademy.ca)
- Funding is released 3 times over the year:
  - \$340 (40%) for claims between Sept 1- Oct 31
  - \$170 (20%) for claims received between Nov 1-Jan 31
  - \$340 (40%) for claims received between Feb 1- June 15
- All receipts must be received by June 15
- If you submit \$637.50 worth of receipts (75% of your funding), your entire \$850.00 will be disbursed according to our disbursement schedule

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- You now have 2 years to access your funding.
- You may transfer any portion of your Home Education funding to Bloom by signing the Parent Declaration to Transfer Home Education Funding.
- If you do not claim or transfer the unused portion of your grant, the unclaimed portion will be returned to Alberta Education