

Phoenix Home Education Foundation Reimbursements Procedure

Receipt Reimbursement Forms

- One form per Child
- Attach receipts

Receipts

- Do not use highlighter on receipts. These receipts will be **VOID** and returned to you. You may circle items in pen.
- Most receipts from Dollar stores are not itemized, write items on the back.
- Only original receipts are acceptable - no photo copies.
- If you are purchasing a variety of items not related to your claim, please pay for your educational items separately.
- Should you have multiple children on one receipt, please call for instructions.
- Purchases made in the US must show the paid value in Canadian dollars. No conversions will be made. Only purchases in Canada and US are eligible.

What receipts can I use? All receipts must be for the current year of your child's education plan. {June 1- July 30 of the following year}

- Curriculum based workbooks, i.e. L.A. Math etc.
- General workbooks, art supplies and other supplies i.e. Pencils, erasers, paper etc.
- Reading and Text Books i.e. Scholastics, Usborne etc.
- On-line Curriculum Programs, Learning programs on CD
- Professional Lessons and Tutoring {Tutoring services rendered by a relative of student are excluded}
- Musical instrument and lessons
- Learning aids
- Computer equipment i.e. printers and printer refills, screens etc.

Fieldtrips

- Admissions tickets and family passes i.e. zoo, science center, museums, etc. **ARE ELIGIBLE.**
- Transportation, food, and accommodations **ARE NOT ELIGIBLE.**

Physical activity

- Lessons and fees **ARE ELIGIBLE**, or can be used to claim Child Physical Tax Credit from Revenue Canada instead. See CRA for details. You must choose either credit or reimbursement.
- Equipment is **NOT ELIGIBLE.**

How does it work?

Payment schedule may vary by a few days from year to year. See up-dated yearly schedule.

General Allotted Funding Schedule

Fall	Winter	Year end
October December	January March	after final reviews, completed by mid June
40 % of funded amount less any amount used	20% of funded amount less any amount used	40 % of funded amount less any amount used

Have sufficient receipts to cover each allotted amount. Any additional amount remaining will be carried over to the next allotment. Or submit for the full funded amount and payments will be automatically issued, once all requirements are met. One Submission per child per allotment. Any unused current funding will not be carried over to the following school year. Final submission date June 15

See yearly schedules for deadline dates and payment dates

