



## Traditional Learning Academy Online

### TRADITIONAL HOME SCHOOL CLAIM FOR REIMBURSEMENT

You may claim up to **\$150.00** per child by **submitting receipts** for resources and materials you have purchased or lessons and classes that you have paid for, if you were registered by September 30<sup>th</sup>. TLA classes may also be funded using this grant.

Receipts received prior to December 1<sup>st</sup> for the applicable school year will be reimbursed after December 1<sup>st</sup>.

Receipts received after December 1<sup>st</sup> will be reimbursed as they are received for the applicable school year.

Please ensure that we receive your final claim no later than the **June 1 deadline**, because claims received after that date **cannot be processed and unused funds are NOT carried over to the following year**.

#### PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name: \_\_\_\_\_

No. of children registered: \_\_\_\_\_ Total of receipts \$ \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ e-mail: \_\_\_\_\_

Address\*: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*[    ] Check here if this is a new address and/or phone number. Date change effective:

\_\_\_\_\_

The attached receipts represent purchases for resources that were purchased for our child(ren)'s program for the current school year. I have read and agree to the Guidelines for Reimbursement and hereby affirm that, to the best of my knowledge, the expenditures are eligible for reimbursement.

**Mail this form with receipts or copies to:**  
**TLA , #103 – 17688 – 66 Avenue, Surrey, BC**



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### TRADITIONAL HOMESCHOOL GUIDELINES FOR REIMBURSEMENT

**Traditional Learning Academy** provides a variety of services for home-schooled students, including assistance in obtaining curriculum resources. For traditionally **registered** homeschooled children, parents have access to \$150 of the \$175 grant TLA receives from the Ministry of Education. Parents must submit paid receipts with the claim form in order to be reimbursed.

All of the \$150 grant must be applied to appropriate purchases. The following guidelines are designed to help parents who submit a claim to us:

1. Reimbursement will apply only to expenditures that relate directly to a learning program set up to fulfill regular curriculum requirements.
2. Receipts may be dated any time, providing the purchases are in use in the current year, and have not been previously submitted. They should clearly state the name of the vendor, the items purchased, the date and total amount paid. Items purchased in US funds should be amended to indicate the actual cost in Canadian dollars.
3. TLA will not accept invoices for payment from a third party, so parents should not have invoices sent directly to us.
4. Reimbursement is primarily intended to cover the cost of texts, workbooks and other resources necessary for meeting basic curriculum requirements in a home learning program for home-schooled students. Other items that qualify include teacher guides, science and/or research books, and novels for study. Parents should not expect to be reimbursed for items they would be expected to pay for if their children were in school such as pens, pencils, notebooks, erasers, etc. Also excluded are items used as incentives, such as stickers and other rewards.
5. Equipment (such as microscopes, telescopes, easels and computers) will not be covered under these guidelines.
6. Educational field trips, tutoring and lessons for regular curriculum needs (gymnastics, music, soccer, etc.) are covered.
7. If the BC Ministry of Education changes its policy and the grant is altered or if policies prevent our continuing the reimbursement plan, TLA cannot be held liable for purchases made by parents.
8. Claims for reimbursement must be made on the claim form, and must include originals or copies of receipts (originals cannot be returned). Unclaimed funds are not carried over.