



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. The actual amount you receive will depend upon the amounts deducted for books and other resources already obtained from the TLA or One Stop Learning during in the year. Your reimbursement is paid in two installments, mailed out by February 15th (40%) and the other by July 15th (60%). Amounts owing to TLA for purchases are deducted from the first installment, and any remaining is deducted from the second cheque.

In order to receive your payments according to the above schedule, you must have your claim to us by **December 1 and /or June 1**. Please ensure that we receive your final claim no later that 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.

For Office Use only:

JANUARY CLAIM	AMOUNT	JUNE CLAIM	AMOUNT
Total available		Balance available	
Claims to date		Balance of claims received	
January disbursement – 40%		July disbursement – 60%	
Payable to TLA		Payable to TLA	
January cheque		July cheque	

**Mail this form with receipts or copies to:
TLA Online, 103 – 17688 66th Ave , SURREY, BC V3S 7X1**



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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 we receive from the Ministry of Education. In many cases, families have obtain materials through our store, **One Stop Learning**, and the amount of the grant allocation can be immediately applied to the purchase of these items. However, parents who have purchased resources or services elsewhere need to submit a claim to be reimbursed.

All of the \$150 grant must be applied to appropriate purchases. The following guidelines are meant 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 parents 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. Non-print items (manipulative materials, art supplies, educational software, etc) are eligible to be claimed. However, equipment (microscopes, computers, or the like) 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). Please note deadlines for submission on the claim form. Payments are sent at the end of January (40%) and June (60%). Unclaimed funds are not carried over.

***We encourage you to order/purchase your resources through
ONE STOP LEARNING to simplify the process.***