



# Schedule for Funding & Reimbursement

or... "Information to explain why THEE needs until Mid-October to begin the process of reviewing reimbursement requests".



\*Check THEE's newsletter and Facebook page for actual date per school year

## AUGUST

**PURCHASE ORDER**

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**AUG 15 - SEPT 30**

**EARLY USE** of Purchase Order numbers (*only* for **RETURNING** THEE parents)

**PRIORITY**

!

**SEPTEMBER**  
Student Registration

**PURCHASE ORDER**

#

**SEPT 1 - 30**

**EARLY USE** of Purchase Order numbers (*only* for **RETURNING** THEE parents)

**SEPT 1 - 30**

Parents may change their mind about the child's learning program right up until September 30th



**SEPT 30**

**THE COUNT DATE:**  
No funding yet provided from Alberta Education to students from any school in the province

**PRIORITY**

!

**OCTOBER**

**OCT 1 - 4**  
Finalize Student Registration Details



**OCT 5 - 21**

Begin setting up:  
• Family Funding accounts  
• Direct Deposit service

**PURCHASE ORDER**

#

**OCT 5 - 15**

Ongoing support for Purchase Order numbers for **ALL** THEE parents

**OCT 5**

Alberta Education has provided the funding per student for the school year based on the student registration count as of Sept. 30th

**OCT 21 - Onward**

Begin reviewing and processing reimbursement requests.  
**FRIDAYS of each week** are for sending out reimbursements to parents.

## NOVEMBER



**Review** reimbursement requests and provide reimbursement payments to parents

**PURCHASE ORDER**

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Ongoing support for Purchase Order numbers for **ALL** THEE parents

## DECEMBER - MAY

Review reimbursement requests and provide reimbursement payments to parents

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**PURCHASE ORDER**

Ongoing support for Purchase Order numbers for **ALL** THEE parents

**DEADLINE**

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**MID-MAY DEADLINE\*** for receiving reimbursement requests!

**DEADLINE**

!

**MID-APRIL DEADLINE\*** for providing Purchase Order numbers!