

## Early Purchase Agreement

**\*\*\* For Returning Families Only, Not for New-to-THEE Families\*\*\***

Dear Home Educator,

Parents may have “early access” to the first 40% of their child’s home education funds for the upcoming school year as early as August 1st once the parent(s) have submitted to thee’s office their child’s *Notification Form* and *Program Plan* document for the upcoming school year.

Parents are able to have this early access to their child’s home education funding through direct billing (i.e. using Purchase Order numbers) only; reimbursements based on receipts will begin in October of the school year.

**Purchase Orders (PO) may NOT be used to pay for food, beverages, transportation, lodging, clothing, gift cards, pre-paid credit cards, iTunes products, or iPods.**

If you want to have “early access” to your home education funding prior to September 29<sup>th</sup> of the given school year, we require that you sign and return this form to our office.

Sincerely,  
**thee** Administration

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I hereby confirm that any invoices which THEE or EICS will have paid on my behalf prior to September 29<sup>th</sup> of the present school year (and all future school years) through the use of Purchase Order (PO) Numbers will become my responsibility to repay to THEE and/or Elk Island Catholic Schools if for any reason I choose to withdraw my child’s Notification Form from the home education program prior to September 29<sup>th</sup>.

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Parent Signature

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Date

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Parent Full Name (Please Print)

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Student Names(s)

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Student Names(s)



**Traditional Home Education Experts (THEE)**  
310 Broadview Rd, Sherwood Park AB T8H 1A4

Return this form to THEE's office:

1. Scan and email to [finance@thee.ca](mailto:finance@thee.ca)
2. Fax to 1-780-467-5514
3. Snail mail