

## Welcome from the Finance Office

I'd like to introduce myself to you. My name is Natasha Hicks, and I will be your accounts manager. My main role at THEE is to serve you in all things related to your home education funding, purchases, and reimbursements. For this 2023-24 school year, each home educating student will receive \$901.00, which the parent may use to purchase approved learning resources.

I want to take this opportunity to let you know the process that I need for you to follow when you submit your receipts for reimbursement. I've listed the steps below.

Please refer to the following information/instructions and to the info-videos at <https://thee.ca/video-open-house/> throughout the year if or when you have questions related to reimbursements.

### RECEIVING YOUR REIMBURSEMENT FUNDING (Please Read!)

1. Make your purchase(s) of the approved learning resource(s). Please visit the webpage at <https://thee.ca/how-it-works/home-school-funding/> for information regarding "approved" learning resources.
2. Record the purchase(s) and the needed information into the provided "Receipt Submission Form". Remember to sign the form in the heading section.
3. **\*\*\* PLEASE DO NOT USE OLD FORMS\*\*\***. You can also find the most current version of this form at THEE's website at the "Funding" webpage at <https://thee.ca/how-it-works/home-school-funding/>
4. Attach all of the receipts or copies of receipts to your completed "Reimbursement Form" and then mail the "bundle" to THEE's office (310 Broadview Road, Sherwood Park AB T8H 1A4) or email the scanned document(s) and receipts to [finance@thee.ca](mailto:finance@thee.ca).
5. When I have received your receipts and your form, I will review your purchases to ensure that I can reimburse all of the resources that you have listed on your form. Please do not be offended or angered if I cannot reimburse you for one or more of the purchased resources. I can only reimburse those purchases that meet the requirements which Alberta Education has set.
6. **First Reimbursements for the school year:** We in the THEE office will start processing reimbursement requests in early to mid-October. While we will be processing these reimbursement forms during October, we will plan to be able to start sending out the reimbursement payments to parents (via Direct Deposit or cheque) starting on or about November 10th. Please do not call THEE's office to ask if we have processed your reimbursement request during this time period from September to late October. Please refer to our webpage at <https://thee.ca/how-it-works/home-school-funding/> for more details regarding the schedule of events that controls when we are able to begin processing your reimbursement requests.
7. We can reimburse you for 100% of your funding as early as late October!

### DIRECT DEPOSIT TO YOUR BANK ACCOUNT

If you want to receive your reimbursement payments via *Direct Deposit* to your bank account, please complete/sign the included "Direct Deposit" form and send it and a voided cheque to me via scan-and-email ([finance@thee.ca](mailto:finance@thee.ca)), by fax (1-780-467-5514) or by mail (310 Broadview Road, Sherwood Park AB T8H 1A4). No need to do this again if (1) you've been receiving direct deposits from us and (2) if your bank info has not changed.

### DEADLINES

For Requesting a Purchase Order: Friday, April 5, 2024

For Using a Purchase Order: Friday, April 12, 2024

For Submitting Receipts to THEE's office: Friday, May 10, 2024