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2019-2020 HOME SCHOOL RESOURCE EXPENSE FORM

FAILURE TO PROPERLY FILL OUT THIS FORM WILL DELAY YOUR REFUND.

Important submission deadlines to remember:

(Note: These are the last dates to submit in a pay period. You may send receipts at any time of the year, preferably as early as possible.)

- **September 30, 2019** – Receipts must be postmarked on or before this date for refund by EFT on November 15, 2019.
- **October 31, 2019** – (New families only) Receipts must be postmarked on or before this date for refund by EFT on December 16, 2019.
- **January 31, 2020** – Receipts must be postmarked on or before this date for refund by EFT on March 16, 2020.
- **March 31, 2020** – Receipts must be postmarked on or before this date for refund by EFT on May 15, 2020.
- **May 29, 2020** – Receipts must be postmarked on or before this date for refund by EFT on July 15, 2020.

This form must accompany all receipt submissions. Original receipts only. (Keep a copy for your records.)

Please indicate **on receipts** which items are books. You may make copies of this form as needed.

Receipts must be mailed, postmarked on or before May 29, 2020, in order to receive a refund within the 2019-2020 school year.

Your Education Program Plan must be approved by your facilitator before any refunds can be processed

IN ORDER FOR TRINITY TO REIMBURSE EXPENSES INCURRED FOR HOME EDUCATION:

ORIGINAL RECEIPTS must be sent to the WISDOM office. Photocopies are **not acceptable** even if you want to keep the original for warranty purposes (eg: a computer). We keep all receipts on file, and in the case of a warranty issue, we can return the original receipt to you. If you wish to keep a copy in case of mail delivery issues or for your records, please do so before mailing your **ORIGINAL RECEIPTS** to the WISDOM office.

Submit this form every time you send receipts to us. Additional copies of the form are available on our website or from the office, or you may copy this form before use. **Non-original receipts will not be processed.**

The receipts must be for expenses that were incurred for the home education of your children with WISDOM, as indicated in your Education Program Plan. **Acceptable expenses are indicated in our Funding Policy.**

- Number your receipts and place them in the correct order.
- If there are additional purchases on your receipt that are not to be claimed, cross them off.
- **On each receipt**, write **"B"** beside all items that are books.

- Now, fill out the "Home School Resource Expense" form. Do not list each individual item on its own line, but fill out one line for each complete receipt. Do not add multiple receipts to the same line, even if they are from the same vendor.
- In the "PRICE" column, fill in the pre-tax **total** of all **books** beside "BOOKS", and the pre-tax total of **non-book** items beside "OTHER". (A blank notebook or calendar is considered "other".) You may add shipping costs to the total.
- Receipts must be in CAD. If not, proof of CAD amount paid is required. Submit the credit card statement or other valid proof of what you paid (i.e. a PayPal receipt).
- If the vendor has a GST number and has charged you GST, calculate 5% GST for the books and write it on the **"GST Books"** line. Enter the GST of everything else on the **"GST Other"** line. *Make sure these two add up to the total GST on your receipt.*
- Add up the **"PRICE"** and **"GST"** columns and write the sum in the **"Total Purchase"** Column.
- Add up everything in the Total Purchase column and enter the page total at the bottom of the page. If you have more receipts than will fit on a single form, please fill out another form, totalling each page separately.



2019-2020 HOME SCHOOL RESOURCE EXPENSE FORM



PARENTS' NAMES: _____ DATE SUBMITTED: _____

ADDRESS: _____ PHONE NUMBER: _____

EMAIL: _____

PLEASE REFER TO THE FOLLOWING EXAMPLE:

RECEIPT NUMBER	DATE mm/dd/year	PLACE OF PURCHASE	PRICE	GST ONLY	TOTAL PURCHASE (INCLUDING GST)
#1	07/20/2019	Bob's Bookstore	BOOKS \$74.32 OTHER	BOOKS \$3.72 OTHER	\$78.04
#2	08/06/2019	Chris' Computer Shop	BOOKS OTHER \$589.50	BOOKS OTHER \$29.48	\$618.98

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RECEIPT NUMBER	DATE mm/dd/year	PLACE OF PURCHASE	PRICE	GST ONLY	TOTAL PURCHASE (INCLUDING GST)
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
PAGE ____ OF ____				PAGE TOTAL	

I affirm that all the above were incurred as Home School Expenses.

SIGNED: _____

OFFICE USE ONLY	
FAMILY NUMBER: _____	CHECKED BY: _____