



# Streams: The Father's House Christian School Home Education Family Reimbursement Form

Last Name: \_\_\_\_\_ Family# \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of Student(s) (add last name if different from above) \_\_\_\_\_

Address: \_\_\_\_\_ Is this a new address?  yes  no  
street/mailling address city, province postal code

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Instructions

1. Record below on one line each receipt for which you are wanting reimbursement. Each line is a different receipt.
2. If faxing or emailing, make sure to keep original receipts. If mailing keep a copy and send in originals.
3. Do not include personal items. Cross off any personal items on a receipt and adjust total of that receipt.
4. Note: The 5% tax on items shipped from the USA is GST that the seller is required to add on invoices of goods sent to Alberta.
5. Send this form and the required receipt for each listed purchase to Streams (see options below).

Receipt Date	Supplier/Store Name	Items purchased (Description)	Student Name	Subject	Amount without GST	GST	Total including GST
04/13/2021	Sample Store	(SAMPLE) Books and school supplies	John and Hannah	All Subjects	100.00	5.00	105.00
<b>Deadline for submitting receipts for the school year: May 31</b>					<b>Total</b>		

Notes to office:

Some families have varying levels of financial flexibility. Families able to wait for reimbursement assist those with greater need. **Please reimburse our family:**

as soon as possible  
 in January  
 at the end of the year

**FOR OFFICE USE ONLY**  
 Reimbursement date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_  
 Amount paid: \_\_\_\_\_  
 Funds Remaining: \_\_\_\_\_  
 Cheque Number: \_\_\_\_\_

**Send via Fax to: 587-787-3706 or Mail to:  
 Streams Learning Box 3177 Morinville, AB T8R 1S1 or Email: office@streamsllearning.com**

# INSTRUCTIONS FOR COMPLETING REIMBURSEMENT FORMS

## INSTRUCTIONS:

To get additional reimbursement forms either copy this form or it can be found on the Streams website [www.streamslearning.com](http://www.streamslearning.com) under forms/downloads.

1. Fill in your personal information at the top of the page. Please make a note on your form if this is a new address for your family.
2. Add date of receipt & supplier name to form. Please note – keep all original receipts if faxing or emailing or if mailing your form, you need to include the originals but keep a copy for yourself.
  - a. If you do need a receipt for warranty purposes please make a photocopy and keep the copy.
  - b. If you have a hand written receipt please make sure that the proper contact info and legible name and signature written on them.
3. When listing the items purchased we do not need to know every item on the receipts, for example if you have purchased 10 books just writing books or curriculum is sufficient. This saves you time filling out the form and keeps things simplified for us in the office.
4. **Figuring out your subtotal:** (*Amount Without GST*)
  - a. Subtract the GST from your total price and this is your subtotal amount (*Amount without GST*). (Yes this column includes your shipping and handling, HST or any other fees that you are charged other than your GST).
5. If not using fillable form, add up the *Amount Without GST* column and write your total in at the bottom of column. Do the same for *GST* and *Total Including GST* columns.
6. To double check your totals, please add your subtotal (*Amount without GST*) with your *GST* total together and this should equal the *Total Including GST* total.

## ADDITIONAL NOTES

1. In order to keep receipts from getting lost please include them with your reimbursement form **in the order that they are written on your paperwork.**
2. As much as possible try to combine your receipts and limit the submissions to a couple of times per year. This is helpful in cutting down on the cost of postage and envelopes as well as the time for both the submitter and the bookkeeper.
3. Make sure you Fax, mail or email your completed form and receipts.
4. The cheques are mailed to you directly from The Father's House Christian School.

**You may send us the completed form and receipts:**

**By Fax: 587-787-3706**

**By Mail: PO Box 3177 Morinville, AB T8R 1S1**

**By Email: [office@streamslearning.com](mailto:office@streamslearning.com)**

**If you would like further explanations please feel free to contact Streams Administrator Jeff Ross at [jeff@streamslearning.com](mailto:jeff@streamslearning.com) or 587-787-3703.**