

## Koinonia Christian School Red Deer

## Koinonia@Home

Reimbursement forms accompanied by original receipts showing full payment attached will be processed starting in October until May and will be processed in the order they are received (email additions will not be accepted). Please ensure any US conversion rate proof is attached to the reimbursement claim

(redacted bank or credit card statement). To **avoid delays** in payments please read the reimbursement guidelines chart. Please ensure one form per student (additional pages can be attached).

Please attach original, detailed receipts with the name of the program, facility, instructor's name, contact info and qualification. Receipts and invoices must show **paid, or balance of zero**.

Name of Student:	
Name of Parent/Guardian:	
Parent/Guardian Email Address:	Parent/Guardian Phone Number:
Pay to the Order Of:	
Mailing Address:	
Walling Address.	

Area of Study on SLP	Page Number on SLP	Date of Purchase	Item Purchased and Where/Who Purchased From	Price Before Tax (include shipping)	Тах	Total
Per Sheet Total:						

Please send this form to: Koinonia@Home, 6014 57 Ave. Red Deer, Alberta, T4N 4S9

\*Reimbursement form(s) must be received in the office by May 1st. Late forms will not be accepted. Parent funds that remain unclaimed by May 31st will be carried over to the next school year.

Contact reimbursement@koinonia.ca for more information.