



School District 69 Qualicum
Collaborative Education Alternative Program

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Financial Allocations Worksheet

Please provide information, as best as you can, with estimates for your first meeting with the teacher.

Name:	Date:	Teacher:		
HOME INTERNET COSTS: Up to \$300 per family may be claimed, prior to May 15 th each year, for home Internet connection costs, based on the amount of Internet required per program. Requires the presentation of an Internet provider monthly invoice and a status of "in good standing" at CEAP. Amount refunded is determined by CEAP.				
	INTERNET SERVICE PROVIDER:	ESTIMATED MONTHLY FEE:	TOTAL	
INDIVIDUAL ONLINE APPS AND SUBSCRIPTIONS: User-selected online learning resources and apps such as "Spell City"				
	NAME OF APP or SUBSCRIPTION	DETAILS	TOTAL	
INDIVIDUAL LEARNER SUPPORT: Approved use of tutoring or other support services				
	NAME OF TUTOR	DETAILS/Cost per Hr./Total No. of sessions	TOTAL	
INDIVIDUAL FIELD TRIPS AND MEMBERSHIPS				
	NAME AND LOCATION	DATES	COST/PERSON	TOTAL
SCHOOL SUPPLIES: \$50 cash card (One per student, obtained upon registration), used for items such as pencils, paper, glue, printer cartridges, photo copying, art supplies, etc.). Not to include tech equipment such as printers and scanners. 1 card per full-time student per year.				TOTAL
CURRICULUM RESOURCES: Items to support learning such as workbooks, science materials, etc.				
	VENDOR	ITEM	CURRICULAR AREA	TOTAL
PHYSICAL EDUCATION, FINE AND APPLIED ARTS Activities/Lessons such as soccer, basketball, gymnastics, skating, swimming, dance, drama, music, art gallery, etc				
	VENDOR/LOCATION	ACTIVITY/SPORT	DATES	TOTAL
PAYMENTS ARE NOT MADE DIRECTLY TO FAMILIES, BUT AUTHORIZED THROUGH PURCHASE ORDERS OR PAYMENTS TO SERVICE PROVIDERS. SEE FUNDING POLICIES PAGE ON THE CEAP WEBSITE FOR INFORMATION. www.ceap.ca				

USER GUIDE FOR FINANCIAL ALLOCATIONS

Amount Provided: The BC Ministry of Education has placed a cap of \$600 per student, on the amount which DL schools may provide to support learners, with some exceptions, defined on the Ministry Policy web site. For 2014-15, CEAP will use \$50 of the per-student amount to compensate for services and resources provided free-of-charge, and provide the following amounts to students, according to our guidelines:

Enrolled before Sept 30th: \$550 per student

Enrolled before February 10th: \$225

Enrolled before May 1st: \$175

All purchases made with the fund allocation require teacher pre-approval.

All purchased made with your funds must be pre-approved by the student's CEAP teacher, in-line with the student's current student learning plan (SLP), and entered onto the Financial Allocations Worksheet. After your initial SLP meeting with the teacher, the Worksheet can be adjusted throughout the school year. Approval for expenditures can be obtained via meetings, phone calls or emails with/to the teacher.

In the event that a purchase is made that is not identified in the SLP:

1. The fund will be frozen and no further payments will be made.
2. You will be issued an invoice for the unauthorized purchase.

Release of Financial Assistance Funding

Release of Financial Assistance Funding is dependent on having a signed SLP, the student being considered "Active" in his/her program and the financial information entered in a student's SLP. Additionally, these conditions apply:

Use of approved service providers

Return of evaluation forms, if required

Full-time Secondary Students: will be eligible for \$65 per active course, up to a maximum of 8 courses in the school year.

Internet Service

Up to \$300 per family may be provided for home Internet connection costs, in addition to the financial allocations provided above. The amount provided will be determined by CEAP, based on the amount of

Internet required per program and "in good standing" status of the student. Reimbursement requires the presentation to our office of an Internet monthly service invoice, prior to May 15th.

Purchases that may be considered with prior approval include:

- Printed materials including books, workbooks, etc.
- Fine Arts lesson (i.e. dance, music, drama etc.)
- Musical instrument rental fees
- PE Activities (i.e. martial arts, swim lessons, gym fees, etc.)
- Specific computer software – limits apply
- Annual memberships (i.e. Science World, Vancouver Aquarium, etc.) should be purchases at the start of the school year. CEAP will cover cost of one adult chaperone for K-9 students.
- Consumable curriculum supplies including calculators, headphones, and digital storage devices paper, pens, pencils, erasers, printer ink cartridges, etc., using charge card, \$50 maximum per year
- Graphing calculators for grades 11 and 12 math and physics students only

Purchases or Services not covered by CEAP:

- Any purchase not pre-approved by the student's CEAP teacher
- Equipment, with capital value, including computers, printers, sports equipment, telescopes, cameras, etc.
- Furniture
- Personal clothing items including uniforms, swimwear, backpacks, gym shoes, etc.
- Insurance
- Travel expenses, including gas, bus tickets, ferry fees, accommodations charges, etc.
- Restaurant or food purchases
- Items of a religious nature

Submission of invoices

It is usual for service providers to invoice CEAP directly, via email or postal mail; however, it is expected that any invoices or receipts received by parents will be conveyed to our office ASAP. Parents are to retain and submit all \$50 cash card receipts to CEAP.