



Non-collection or reduction of basic education afternoon activities' client fees

Instruction for parents and guardians

The Municipality has made a decision on 14 th April 2022 § 118 on the principles regarding the non-collection and reduction of basic education afternoon activities' client fees. The principles are valid as of 1st August 2022. A decision concerning the non-collection or reduction of basic education afternoon activities' fees is made based on the size and gross income of the family in question.

Client fee

The client fee is the same regardless of the child's afternoon activity unit. The client fee is the same for all activity months. A full fee is charged in August, while none is charged in June. The invoice for afternoon activities will be sent retroactively in the beginning of the next month.

Client fees charged from parents/ guardians:

- part-time afternoon activities (12 noon- 3 pm), client fee is 80€/ month
- full-time afternoon activities (12 noon - 5 pm), client fee is 140€/ month

Applications and the decision-making process

Applications can be submitted after the child has been granted a place in afternoon activities by the city. The application must be filled out by a parent/guardian who is registered in the Population Register as living in the same address as the child in question. The decision of a place in afternoon activities is valid for a specified time period. The decision is valid for a maximum of two years or the time the child takes part in afternoon activities.

As a rule the non-collection or reduction of client fees can be granted starting from the month the application and appendices are received in the service area that handles the applications. The non-collection or reduction of client fees can be granted retroactively from the month prior to applying, if the requirements for the non-collection or reduction are already fulfilled.

The applicant is responsible for reporting, in writing and with attachments, any substantial changes in the family income also during the school year. The applicant must also report all changes in family size. Changes must be reported to the Student Support Services of the Finnish Basic Education Unit. If a decision on the non-collection or reduction of a client fee has been made based on incorrect information provided by the family, the decision may be reversed and the unpaid fees are collected retroactively.

The applications are processed by the Student Support Services. The decision on the non-collection or reduction of client fees is made by the Head of Student Support Services of the Finnish Basic Education Unit. The decision is sent to the parent/guardian by post.

Applications for the non-collection or reduction of fees for the autumn semester must be submitted no later than on 15th of December and those concerning the spring semester no later than 15th of May.

Payment relief income limits – basic education afternoon activities

Family size (no. of family members)	Reduction of client fee (-50%) gross income €/month	Non-collection of client fee (exemption) gross income limit €/month
2	2 840	2 189
3	3 489	2 825
4	4 147	3 207
5	4 293	3 590
6	4 438	3 971

Gross income limits starting 1.8.2022. The income limits are reviewed every two years or if necessary in case of possible changes in acts or decisions.

Examples:

Family size of 2: 1 adult + 1 child, family size 3: 2 adults + 1 child or 1 adult + 2 children, etc.

Definitions: the family and income

Family size includes all married individuals or those living in a relationship resembling marriage in the same household and their under-age children living in the same household.

Decisions concerning the non-collection or reduction of basic education afternoon activities' client fees will be made **taking into account as income** all earned income, income from capital that is liable to taxation as well as the tax-exempt income of the child, parent or other guardian and their spouse or other person living in a relationship resembling a marriage in the same household. A holiday bonus of 5% will be added to the amount reported as earned income.

The following will not be taken into account as income: child home care allowance, child benefit, benefit according to the Disability Benefits Act (570/2007), child increase according to the National Pensions Act (568/2007), housing allowance, medical examination and treatment costs based on an accident insurance, conscript's allowance, front-veteran's supplement, study grant, adult education subsidy, housing supplement for students, activity pay and reimbursement for travel costs paid in the form of income support, maintenance allowance according to the Act on the Rehabilitation Benefits and Rehabilitation Allowance Granted by the Social Insurance Institution (566/2005), maintenance allowance according to the Act on Public Employment and Business Service (916/2012), scholarships and other corresponding financial grants for studying, or reimbursement for costs of foster care.

Income deductions can be made based on the child alimony paid to children outside the family and other corresponding expenses resulting from actual family relations as well as traditional life-annuity.

If the family income varies from month to month, the applicant must report the average monthly income of the previous year.

Incomes of other children in the family will not be taken into account in the decision concerning the non-collection or reduction of fees for an individual child.

If multiple children in the same family are taking part in basic education afternoon activities and the family in question is applying for the non-collection or reduction of client fees, all children and afternoon activity units must be reported in the application form. Decisions concerning the non-collection or reduction of fees will be made separately for each individual child in the same family taking into account family size and gross income.

Appendices to the application

The application must be submitted with copies of the following documents:
(NO bank statements)

- Pay slip/certificate
- Entrepreneurs: Income declaration form and all appendices indicated as mandatory for companies of the type in question
- Students: proof of studies or participation in vocational training, income receipts
- Details of all other regular income(s)
- Unemployment benefits
- Maternity allowance, parental allowance
- Child alimony

If your application is not provided with all of the required information or appendices, the processing of the application will be delayed as all missing details will be requested separately.

If you have any invoice -related questions, please contact iltapaivatoimintamaksut@espoo.fi

Additional information concerning the non-collection or reduction of basic education afternoon activities' fees can be requested from iltapaivatoimintamaksut@espoo.fi

Applications must be sent to:

**Finnish Basic Education Unit
Student Support Services
P.O. Box 31
02070 City of Espoo**