



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

Instruction for parents and guardians starting from 1.8.2023

### What do afternoon activities cost in Espoo?

#### Afternoon activities' fees:

- Part-time afternoon activities (until 3 pm), client fee 90€/ month
- Full-time afternoon activities (until 5 pm), client fee 150€/ month
- A full fee is charged in August
- June is free of charge

Client fee is the same in all Espoo city's afternoon activity units and the fee is the same for all activity months during the school year.

Invoice for afternoon activities is sent once a month, after the activity month has ended.

### What does the non-collection or reduction of afternoon activities mean?

If a child has a place in afternoon activities, the child's guardian can apply for the non-collection or reduction of afternoon activities' fees. The non-collection of fees means that no fee will be charged of the afternoon activities. The reduction of fees means that only half of the afternoon activities' fee will be charged. The decision concerning the non-collection or reduction of afternoon activities' fees is made based on family size and gross income. Afternoon activities' fee relief income limits are decided by the city board .

### How do I apply for the non-collection or reduction of afternoon activities' fees?

Applications can be submitted after the child has been granted a place in afternoon activities by the city. It is recommended that the application should be submitted as soon as possible, because the decision for the non-collection or reduction of afternoon activities fees is generally made starting from one month prior to the application arriving to the Basic Education Unit. The application must be filled in by a guardian who is registered in the Population Register as living in the same address as the child in question.

A separate application must be done to each child, who has a place in afternoon activities and lives in the same family.

The non-collection or reduction of afternoon activities' fees can be applied with a printable application form. This form can be found on the Espoo city webpages: [Forms and instructions](#) .

The application form is filled in carefully and signed. It is important to attach copies of up-to-date income information (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
- Other information of regular income

*The handling of applications sent with insufficient information or without the necessary appendices will be delayed. It is possible to handle an application only when all necessary information is delivered.*

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 either by mail or by email to [iltapaivatoimintamaksut@espoo.fi](mailto:iltapaivatoimintamaksut@espoo.fi) -address. 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.

### **Where do I send the application?**

Applications and all necessary attachments are sent to:

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

If necessary guardians can send applications and attachments by email to [iltapaivatoimintamaksut@espoo.fi](mailto:iltapaivatoimintamaksut@espoo.fi) address. When sending sensitive data by email guardian should take into consideration information security.

### **How do I get the decision?**

The decision for the non-collection or reduction of afternoon activities' fees is sent to guardians by mail. The decision can not be sent by e-mail, because the decision includes confidential information.

### **What does the decision include?**

The decision for the non-collection or reduction of afternoon activities' fees 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.

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.

Generally the non-collection or reduction of client fees can be granted starting from one month prior to the arrival of the application and appendices to the Student Support Services. The non-collection or reduction of client fees can be granted retroactively one month prior to applying, if the requirements for the non-collection or reduction are already fulfilled.

### What are the afternoon activities' fees gross income limits?

The Espoo city board has made a decision on 14th April 2022 § 118 on the principles regarding the non-collection and reduction of basic education afternoon activities' client fees and the gross income limits.

#### 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.

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.

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.

**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.

### **What if I have an irregular income?**

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

Entrepreneurs: please fill in carefully number 8 in the application form.

For more information, please contact: [iltapaivatoimintamaksut@espoo.fi](mailto:iltapaivatoimintamaksut@espoo.fi)