



Notice for parents and guardians

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

Municipality has made a decision On 28 th May 2018 on the principles regarding the non-collection and reduction of basic education afternoon activities' client fees. The principles are valid as of 1 August 2018. 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.

The client fee

In Espoo, all afternoon activity locations charge uniform basic education client fees. The client fee is the same for all activity months. A full fee is charged for August, while none is charged for June.

Client fees charged from parents/guardians:

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

Applications and the decision-making process

Applications are submitted once per year following the allocation of the afternoon activity places. The application must be filled out by a parent/guardian who is indicated in the Population Register as residing at the same address as the child in question. Decisions are always only valid for a specified time period, and never beyond the ongoing operating year. A decision on the non-collection or reduction of client fees can be made retroactively concerning, at most, all fees incurred during the ongoing semester. The applicant is responsible for reporting, in writing and with attachments, any substantial changes to the family's income, including in the middle of a year of operations. The applicant must also report all changes to the family size. Reports must be delivered to the Support Services Division of the Finnish 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, this decision may be reversed and all correct, unpaid fees collected retroactively.

The applications are processed by the Support Services Division. The Decision on the non-collection or reduction of client fees is made by the Head of the Support Services Division of the Finnish Education Unit.

The decision is sent to the parent/guardian by post. Details concerning the non-collection or reduction of client fees are always also provided to corresponding afternoon activity service providers so that they can update their invoicing systems accordingly.

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

Payment relief income limits – basic education afternoon activities

Family size (no. of family members)	Reduction of client fee (-50%) gross income €/M	Non-collection of client fee (exemption) gross income limit €/M
2	2 703	2 102
3	3 321	2 713
4	3 947	3 080
5	4 086	3 447
6	4 224	3 813

Gross income limits starting 01.08.2018. The income limits will be reviewed biennially or if necessary in case of possible changes in acts or decisions.

Examples: Family size 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. Flexible care allowance is taken into account as 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 support paid to children outside the family and other corresponding expenses resulting from actual family relations as well as traditional life-annuity.

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

Other children's incomes will not be taken into account in decisions concerning the non-collection or reduction of fees paid for an individual child.

If multiple children belonging to 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 taking part in afternoon activities must be indicated in the corresponding application forms. Decisions concerning the non-collection or reduction of fees incurred from different children belonging to the same family will be made separately, but taking into account the family's overall situation.

Appendices to the application

The application must be submitted with copies of the following documents:

- 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)

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

If you have any invoicing-related questions, you can contact your service provider or request the contact details of the person in charge of invoicing from iltapaivatoimintamaksut@espoo.fi.

Additional information concerning the non-collection or reduction of basic education afternoon activities' fees can be requested from iltapaivatoimintamaksut@espoo.fi or call us on 040 522 3342.

Applications must be sent to:

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