

## Notice to guardians

### CLIENT CHARGES AND PRINCIPLES FOR REDUCING CHARGES FOR SCHOOLCHILDREN'S AFTERNOON ACTIVITIES UNDER THE BASIC EDUCATION ACT IN THE SCHOOL YEAR 2021 - 2022

#### Fixed monthly charge

A charge is made for afternoon activities for every month that the child participates in these activities. In accordance with the decision of the Helsinki City Board on 23.5.2016 (Section 517) the monthly client charge for afternoon activities under the Basic Education Act as from 1.1.2017 until further notice is 100 euros/month for the daily service ending at 16.00, or 120 euros/month for service ending at 17.00.

Parents/guardians are invoiced for a fixed monthly charge as stipulated in the decision on afternoon activities for the specific pupil, with the following exceptions:

- In August half the monthly charge will be made.
- No client charge will be made for activity days that fall in June
- Half of the monthly charge will be made if the child is absent from afternoon activities due to illness for 11 or more activity days in a calendar month. A doctor's or school nurse's certificate is required in case of illness.
- No monthly charge is made if the child's absence due to illness lasts the whole calendar month. A doctor's or school nurse's certificate is required in case of illness.
- Half of the monthly charge is made if the child does not participate in afternoon activities for the whole calendar month for other reasons than illness. The parent/guardian should notify the group's instructor in advance of the child's absence.
- No reduction on the charge will be granted for school autumn, Christmas or skiing holidays
- When a child's place is longer needed in afternoon activities, notice should be given in writing at least one calendar month before giving up the place.
- no charges are payable for children with severe mental disabilities: For mentally disabled children on grades 3 – 10 for whom a special care programme has been drawn up, the afternoon activities can be organised as special care in

accordance with the Basic Education Act. The afternoon activities are incorporated in the client's special care programme and when provided in this manner they are free of charge.

If the fee charged the parent/guardian for afternoon activities has not been paid by the due date, annual interest on overdue payments may be charged from the due date in accordance with the provisions of the Interest Act.  
(Basic Education Act, Section 44.2).

The fee may be recovered without court ruling or decision in accordance with the provisions of the Act on the Collection of Taxes and Charges by Execution Measures.  
(Basic Education Act, Section 44.3).

### **Invoicing:**

If you have any questions about the service providers' invoicing for activities, please contact the service provider responsible for the activities directly.

If you have questions about the content of invoicing for the City's activities, you can contact the City of Helsinki, Education Division, Customer Fees and Invoicing, tel. 09 310 8600 and [www.hel.fi/afternooncharges](http://www.hel.fi/afternooncharges).

If you have any questions or requests regarding invoices, e.g. about making payments or changing due dates, please call the Financial Management Services' customer service number 09 310 25300 or send an e-mail to [talpa.asiakaspalvelu@hel.fi](mailto:talpa.asiakaspalvelu@hel.fi).

### **Principles for granting a reduction of charges**

A decision of the Helsinki City Board made on 17.3.2008 (Section 360) lays down the principles for granting a reduction of or exemption from client charges for schoolchildren's afternoon activities.

- You must apply for an exemption from the client fee or the halving of the client fee in writing or by using secure e-mail (see instructions at the bottom) and you must attach proof of income to your application.
- The reduction application must be submitted each year, and an application submitted in the autumn is used to apply for reductions for the entire academic year and an application submitted in the spring can only be used for applying for reductions for the spring term.

- The exemption from the client fee or the halving of the client fee is only granted retroactively from the start of the academic year.
- For children in the same family attending afternoon activities as specified in the Basic Education Act, exemptions from client fees are processed separately for each child.
- The reduction limits are based on income limits applied to client fees for early childhood education as specified in the Act on Client Fees in Early Childhood Education and Care.

Gross income limit table as from 11.8.2021:

Number of persons in family	Income limit for exemption from client charge (euros)	Income limit for reduction of client charge (euros)
2	2798	4141
3	3610	4953
4	4099	5443
5	4588	5932
6	5075	6418

If a family has more than 6 members, €189 is added to the family's minimum gross income. For example, when the family size is 8, the addition is 2 x €189, making a total of €378.

## Applying for reduction of charge

**You can submit an application from August onwards with up-to-date income information.** For the autumn semester, the application must be received by the division's administration on 31 December at the latest. If the application for the reduction arrives in the new year, the application will only be processed concerning the spring term. Reductions for the spring term are applied for by 31 May using the attached form. The following documents and copies of documents must be attached to the application:

- signed application for a 50% reduction of / exemption from the client charge for school children's afternoon activities (as an attachment)
- copies of up-to-date income declarations

The application and its attachments can be submitted online at <https://www.hel.fi/afternooncharges>. You can confirm your identity using your online bank credentials, mobile ID or an ID card equipped with a

chip. Identification serves as an electronic signature for the application.

You can also submit the application by post: City of Helsinki, Education Division, Client Fees and Invoicing, afternoon activities for schoolchildren, PO Box 51301, 00099 City of Helsinki, or bring it to the post box at the address: Töysänkatu 2 D, 00510 Helsinki.

With best regards

Arja Juvonen  
Client Fee Manager

Leena Palve-Kaunisto  
Service director of afternoon activities

APPENDIX

APPLICATION FOR 50% REDUCTION OF / EXEMPTION  
FROM THE CLIENT CHARGE FOR SCHOOL CHILDREN'S  
AFTERNOON ACTIVITIES

**APPLICATION** 1(2)  
for 50% reduction of / exemption from client  
charge for schoolchildren's afternoon activities  
the Basic Education Act

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1 PERSONAL DETAILS OF CHILD	Child's family name and first names	Personal ID Code
	Home address	Postal code and city/municipality
	Child's school	School grade
	Service provider (City, organisation, other)	Current client charge (€/kk)
	Address where activities are organised	
2 OTHER BROTHERS OR SISTERS (name and year of birth)		
3 SETAILS OF PARENT/GUARD IAN	Surname and first name of the guardian	Telephone no.
	E-mail address	
	Home address	Postal code and city/municipality
	Surname and first name of the guardian, unmarried or married partner living in the same household	Telephone no.
	E-mail address	

**APPLICATION**

2(2)

for 50% reduction of / exemption from client  
charge for schoolchildren's afternoon activities  
the Basic Education Act

Child's family name and first names		Period to which application for reduction or exemption applies -		
4 INCOME DETAILS AND APPENDICES	<b>Income of the guardians, unmarried or married partners living in the same household as the child</b>			
	<b>Type of income</b>	Gross income of the mother per month (or other guardian, married/unmarried partner)	Gross income of the father per month (or other guardian, married/unmarried partner)	<b>Total income</b>
	<b>Earned and additional income</b> (Appendix: Most recent payslip or a pay certificate from the employer, showing the income accumulated over several months)			
	- fringe benefits			
	- holiday bonus			
	Pensions, not kela			
	Unemployment benefits (not of kela), integration allowance			
	Maternity allowance, parental allowance, child care allowance or flexible care allowance			
	Child maintenance/support for a child in afternoon activities, orphan's pension.			
	Other income (e.g. grants, job alternation compensation, sickness allowance, support for informal care, start-up grant)			
	Entrepreneur's income (shareholder of a limited liability company: attach a pay statement and a statement of the fringe benefits and dividends; private entrepreneur: attach an income statement and balance sheet; general or limited partnership: attach an income statement, balance sheet and a statement of the pay and fringe benefits)			
	Capital gains: interest and dividend income, rental income (excluding the management charge)			
	Studies: Students must submit a certificate of student status from their educational institution as well as the decision on student allowance			
	Reductions: Child maintenance paid (copy of the proof of payment)			
<b>Total income</b>				
5 SIGNATURE	I hereby declare that the above information is true and consent to the information being verified with different authorities, such as the Incomes Register, if necessary. The Tax Administration's Incomes Register will be used to verify the applicant's salary income, certain benefits and pensions, while other income (see above) must be declared with the relevant information and documents (the information in the application will be processed confidentially). The guardian is obligated to notify the Client Fee Unit of any changes to income, expenditure or family size.			
	Signature of parent/guardian with clarification (in block capitals)	Date  . .		
	Signature of parent/guardian with clarification (in block capitals)	Date  . .		