

Guardian bulletin

Client fees and principles for reducing fees for schoolchildren's after-school activities under the Basic Education Act in the school year 2023 – 2024

Fixed monthly fee

A fee for after-school activities is charged 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 fee for after-school activities under the Basic Education Act as from 1.1.2017 until further notice is 100 euros per month for the daily service ending at 16.00, or 120 euros/month for service ending at 17.00.

Guardians are invoiced for a fixed monthly fee as stipulated in the decision on after-school activities for the specific pupil, with the following exceptions:

- In August half the monthly fee will be charged.
- No client fee will be charged for activity days that fall in June
- Half of the monthly fee will be charged if the child is absent from after-school 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 fee is charged 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 fee is charged if the child does not participate in after-school activities for the whole calendar month for other reasons than illness. The guardian should notify the group's instructor in advance of the child's absence.
- No reduction on the fee will be granted for the schools' autumn, Christmas or winter holidays
- When a child's place is longer needed in after-school activities, notice should be given in writing at least one calendar month before giving up the place.

Client fees for after-school activities of disabled and autistic schoolchildren will be determined in accordance with the respective instructions until 30 September 2023. The Act on Special Care for People with Intellectual Disabilities and the Disability Services Act will expire on 30 September 2023. The new Act on Services for Persons with Disabilities enters into force on 1 October 2023.

- no fees are payable for children with severe mental disabilities:

For disabled children on grades 3 – 10 for whom a special care programme has been drawn up, the after-school activities can be organised as special care in accordance with the Basic Education Act. The after-school activities are incorporated in the client's special care programme and when provided in this manner they are free of fee.

Invoicing

If the guardian has not paid the fee for after-school activities 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 Fees by Execution Measures. (Basic Education Act, Section 44.3).

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. 093108600 and <https://www.hel.fi/helsinki/en/childhood-and-education/comprehensive/morning-afternoon/afternoon/charges-afternoon-activities>

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 09310 25300 or send an e-mail to talpa.asiakaspalvelu@hel.fi.

Principles for fee reductions

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 fees for schoolchildren's after-school 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 fee reduction and exemptions of fees must be applied for each year. An application submitted in the autumn is for reductions and exemptions for the entire academic year, and an application submitted in the spring is for reductions and exemptiond for the spring term only.

- Halving the client fee or the exemption from the client fee is only granted retroactively from the start of the academic year.
- For children in the same family attending after-school 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 starting from 10.8.2023:

Number of persons in family	Income limit for exemption from client fee (euros)	Income limit for reduction of client fee (euros)
2	3874	5251
3	4998	6375
4	5675	7052
5	6353	7730
6	7028	8405

If a family has more than 6 members, EUR 262 is added to the family's minimum gross income. For example, when the family size is 8, the addition is 2 x EUR 262, making a total of EUR 524.

Applying for reduction of fee

You can apply from August onwards with up-to-date income information.

We will not process applications delivered before August, and will return them to the sender.

Please make sure that your application has arrived, as the client is responsible for the applications and attachments sent to the Client Fee Unit (Administrative Procedure Act, Chapter 4 Section 17, Responsibility of the document sender). You can send us an email to check that we have received your application at kasko.iphuojennukset@hel.fi.

When you apply for a fee reduction, notify the after-school service provider, so that they can make the payment arrangements with you.

For the autumn term, 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 form for halving/exemption of the client fee for after-school 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/en/childhood-and-education/basic-education/morning-and-after-school-activities-clubs-and-hobbies/after-school-activities/fees-for-after-school-activities>.

You can confirm your identity using your online bank credentials, mobile ID or an ID card 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, after-school activities for schoolchildren, PO Box 58301, 00099 City of Helsinki, or bring it to the post box at the address: Työpajankatu 8, 00580 Helsinki.

With best regards

Arja Juvonen
Client Fee Manager

APPENDIX

APPLICATION FOR 50% REDUCTION OF / EXEMPTION FROM THE CLIENT FEE FOR SCHOOL CHILDREN'S AFTER- SCHOOL ACTIVITIES