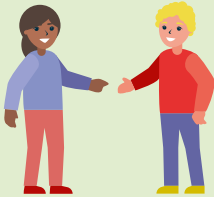




Information

from the Calculations Office – Reduction of Costs for All-Day School Care



- If your child attends a primary school or middle school that offers all-day care and you have a low family income you can apply for a reduction in fees.
- The application form (3-page form) is available from your school.
- Please submit the completed application by email, post or fax to the Calculations Office – Reduction of Costs for All-Day School Care and make sure to include all necessary documents.
- The Calculations Office – Reduction of Costs for All-Day School Care will calculate the assessment basis for a reduction of daycare fees based on the parents' or guardians' total net income per month.
- Your school will then determine the amount of the reduction based on the application and the calculated assessment basis.

WHERE DO I GET THE APPLICATION FORM FOR FEE REDUCTION (3-PAGE FORM)?

The application form for a reduction of daycare fees at primary or middle schools offering all-day care is available from your child's school. Please submit the completed application and all necessary documents by email, post or fax to the Calculations Office – Reduction of Costs for All-Day School Care.

WHICH DOCUMENTS ARE NEEDED FOR THE INITIAL CALCULATION OR EXTENSION OF A FEE REDUCTION AND MUST BE SUBMITTED TO THE CALCULATIONS OFFICE?

- Completed application form (3-page form available from your school)
- Applicant's contact details for getting back to you
- Copy/photo of an official photo ID of the applicant (driving licence, passport, ID card)

- Current income statements of the child's parents or guardians, such as:
 - Parents' or guardians' income from salaried employment and/or self-employment
 - Child benefit
 - Childcare allowance
 - Alimony/maintenance advance
 - Maintenance after divorce
 - Unemployment benefit
 - Basic benefit
 - Emergency assistance
 - Pension/pension advance
 - Maternity benefit
 - Sickness benefit
 - Widow's/widower's or orphan's pension
 - Benefit from the Public Employment Service Austria (AMS)
 - Remuneration for alternative civilian service and maintenance for military and civilian service
 - Study allowance, scholarship
 - Support payments, e.g. from parents or relatives
 - Income from rent and lease
 - Income from capital investments
 - For foster children: custody order and/or foster care pass (Pflegepass)

WHICH DOCUMENTS ARE NEEDED TO PROVE SALARIED EMPLOYMENT OR SELF-EMPLOYMENT?

Salaried employment:

- Latest payslip (incl. remuneration for overtime, not older than 3 months, excluding holiday pay, Christmas pay and special payments)
- If the amount of your income varies, please provide at least 3 months of payslips.

Self-employment:

- Latest income tax assessment or
- Letter from your tax accountant stating your current monthly owner's draws

WHEN AND HOW WILL I HEAR ABOUT MY APPLICATION?

The Calculations Office – Reduction of Costs for All-Day School Care tries to calculate your assessment basis as quickly as possible.

Processing your application can take up to 3 weeks. Only fully completed applications will be considered. If income statements or the application itself is missing, incomplete or

incorrect, you will be contacted by email or post about missing documents. Please note that in this case the processing of your application may take longer.

The processed application including the calculated assessment basis will be sent to your home address by post. We cannot send the calculated assessment basis by email because of data protection rules.

I HAVE RECEIVED MY ASSESSMENT BASIS WHAT'S THE NEXT STEP TO GET A FEE REDUCTION?

Please hand in the processed application and the calculated assessment basis to your child's school within the stated deadline. The amount of fee reduction will be determined directly by your child's school.

HOW WILL I KNOW IF I AM ENTITLED TO A FEE REDUCTION AND HOW MUCH IT WOULD BE?

Your child's school determines the amount of fee reduction and will directly contact you about it.

WHEN DOES THE REDUCTION START AND HOW LONG DOES IT LAST?

Please ask your child's school when the reduction starts. Please note that your reduction only lasts for a pre-defined amount of time, so make sure to apply for an extension in good time. How long the reduction lasts is stated on the first page of your application. If you want to apply for an extension of the reduction, you must re-submit the complete set of documents (3-page application form from your school and all current income statements). You can send the documents by email, post or fax to the Calculations Office – Reduction of Costs for All-Day School Care.

Please understand that calculations by the Calculations Office cannot be made for past periods.

WHY DO I NOT GET A REDUCTION?

If your application cannot be processed because of incomplete or incorrect documents, the Calculations Office – Reduction of Costs for All-Day School Care will contact you directly. Please note that processing your application can take up to 3 weeks. Only fully completed applications will be considered.

The processed application including the calculated assessment basis will be sent to your home address by post. Please hand in the processed application and the calculated assessment basis to your child's school within the stated deadline.

The amount of fee reduction will be determined directly by your child's school. If you do not get a reduction (you exceed the income limit/assessment basis) and you have any further questions, please directly contact your child's school.

WHAT ARE THE COSTS FOR ALL-DAY SCHOOL CARE?

For questions concerning fees, invoices and payments, please contact your child's school.

WHERE CAN I ASK QUESTIONS ABOUT PAID OR UNPAID FEES OR ABOUT AN INSTALMENT AGREEMENT?

Please contact the accounting department for any questions on these matters. You will find the contact details on the top right corner of the payment form.

CONTACTING THE CALCULATIONS OFFICE – REDUCTION OF COSTS FOR ALL-DAY SCHOOL CARE

Please contact us by email, fax or telephone for any questions or concerns you have. Many issues can be resolved in writing or over the phone. Should you still need to speak to us in person, please make an appointment by calling +43 1 277 55 55.

Calculations Office – Reduction of Costs for All-Day School Care

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