

# STUDENT FEES AND BILLING PRACTICES

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## BILLING

Student fees are billed electronically twice a year. Please ensure that we know the valid email addresses of the students and guardians. The invoice is sent to the adult student by e-mail and to the minor by email from the guardian. If we do not know of an email address, the invoice will be delivered in paper form by post. Sender is OpenText Oy, from the email address services.europe@liaison.com fivaldi.net.

Student fees must be paid within the time limit. A student wishing to discontinue their studies in the middle of a semester will be charged the tuition fee in full. If the suspension takes place due to illness, or for other weighty reasons, the principal may, on the basis of a written request, grant a reduction in the tuition fee.

## UNPAID STUDENT FEES

Unpaid fee for the autumn season causes study interruption at the turn of the year. The unpaid student fee for the spring season causes the at the turn of the school year. If a student has two unpaid student fees, it is considered that the student has given up his/her student place. Overdue payments are transferred to the collection agency. Payment arrangements can be agreed with the office, free school places can be applied for at the beginning of the school year.

## APPLICATIONS FOR FREE STUDENT PLACE

Upon application, the Board of the Espoo Music Institute's Support Association may grant free student places (for ongoing school year) and tuition allowances to low-income families, at their discretion and financial situation, when the student is in a coaching group, basic studies or advanced studies. The income limit for being granted a free student place is 49 448 € per year (per household, based on Statistics Finland's low-income threshold). The Board processes applications for free student places once a year, at its September meeting. The application form for a free student place can be filled in either: electronically [emo.fi](http://emo.fi), print the page or pick up the form from the office.

**The application and its appendices should be submitted to the EMO office on September 8, 2026 at the latest. Please note, that late or incomplete applications or applications received during the middle of the academic year will not be processed.**

## CONTACTS

**Student fees:** Study Secretary Jaana Matilainen, tel. +358 10 406 1484.

**Invoicing and payment arrangements for music playschool students (on Thursdays):** tel. +358 10 406 1486 Sonja Mälkki, Office Secretary sonja.malkki@emo.fi

**Applications for free student place:** Financial Manager Hanna Ahtiainen tel. +358 10 406 1485.