

Financial and Missed Appointment Policies

Welcome to Avenues Counseling. Please read over our financial and missed appointment policies. If you have questions feel free to ask your counselor.

Financial Policy: Counseling sessions are 50 minutes long. The fee for a 50 minute session, either face-to-face, by phone, or Skype is \$_____ as determined by you and your counselor. Your counselor charges in 15 minutes increments for all phone sessions. Payment is due at the beginning of the session. Fees per session are subject to change. If changes are forthcoming, you will be given 30 days notice prior to the implementation of the change.

Methods of Payment: Avenues Counseling prefers payment to be made in the form of cash or check. As a convenience we also accept credit cards. A convenience charge will be applied when payment is made by credit card. Please ask your counselor for more information regarding our credit card convenience fees if you are considering using a credit card as a method of payment.

Returned Checks and Bank Fees: Clients are responsible for all services charges associated with their account and for all returned checks. There is a \$20 fee for all returned checks.

Third-Party Payer: Avenues Counseling accepts payment from other organizations, churches, or individuals for services you received when financial assistance is needed. A Consent to Release information form will need to be signed so that we may make payment arrangements on your behalf. Please note that you are ultimately responsible to provide full payment for the services you receive should the third-party payer neglect to make the agreed upon payments for your services.

Missed Appointment Policy

Twenty-four hour notice is required for the cancellation of an appointment. Appointments canceled with less than 24 hours notice will be charged your full fee. This fee may be waived in the event of extenuating circumstances. If you have a credit card on file, your missed appointment will be charged to your credit card.

I have read and agree to the above conditions.

Name _____ Date _____