

Financial Policy

1) All payments should be made at time of service. If special arrangements need to be made in unique situations (ex: someone other than you pays your bill), you can be billed monthly. In these cases, a credit card will be held on file and charged if payment for the previous month is not paid by the 30th of the following month (ex: if November bill isn't paid by December 30). If this is the case, please call me so I can store your credit card information. If monthly statements are not paid consistently, you will be asked to move to a time of service payment. Note: Credit cards will be securely stored through Square. There will be a 3.5% processing fee added to the balance.

2) The late fee policy will be upheld without exception. The policy is part of the informed consent signed when starting in my practice. It reads: If you are delinquent with payment, there will be a \$25 late fee after 30 days, and assessed once a month thereafter, until the bill is paid in full. For payment plans, the \$25/month fee will be added to the bill each month until the bill is paid off in full. This is the charge for carrying a balance. Also, failure to provide 24 hours notice for cancellation of sessions will result in full charge for that session no matter the reason.

3) The fee structure is as follows:

\$225 for a 60 minute individual session

\$300 for a 60 minute family session

\$350 for a 75 minute family session

Please contact Catherine Baer (contact information above) with any billing questions or concerns. Signing this agreement signifies agreement to the financial policy above:

Client/Responsible party (please sign and date as well as print your name):

Date: _____

Printed name of responsible party: _____

Signature of responsible party: _____