



## Payment Policy

1. We follow the Psychological Association of Alberta’s recommended fee schedule.

The cost for assessment, coaching, or therapy is \$190 per hour plus GST.

The cost for legal-related matters is \$300 per hour plus GST. This includes any assessment report, letters, consultation, or other work that is related to a civil, family or criminal court matter, and/or any conflict with an employer, union, insurance provider, etc.

2. Full payment by etransfer, cheque, money order, or cash is expected at each visit.

We will provide you with a receipt that you can submit to your extended health plan (e.g., Blue Cross) or an Employee Assistance Plan (EAP) for reimbursement. However, you will need to check with your health plan provider for details about your coverage.

3. An additional transportation cost (\$50 in Calgary city limits) is added for home visits.

4. We reserve your appointment time exclusively for you, and “no shows” or late cancellations (less than 48 hours) will be charged for 1 hour time (\$190 plus \$9.50 GST).

5. For clinical assessments, we expect clients to make a down payment for the final report writing and development of the strategies appendix. Although we usually spend 15-20 hours on report-writing and strategies document, we typically charge only 6 hours these activities. The down payment for the report and strategies appendix is 6 hours (plus GST).

Full payment of an account is required before we release the final report.

6. Cheques that do not clear, and credit card payments that are rejected, are subject to a \$35 administration fee. Overdue accounts will be charged 2% interest each month.

Accounts are delinquent after 60 days, and may be turned over to a collection agency or legal venue. A \$250 service charge will be added to accounts that are 60 days overdue. Accounts that require collection through a legal venue will be charged for all time associated with the preparation, filing, and presentation of the matter in a legal venue.

I have read and understood and agree to these terms regarding payment and services.

---

Signature

---

Date

---

Printed Name

Effective July 1, 2016