



Margaret J. Kay, Ed.D. Psychologist
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Lindsay Counselman, M.A.

FEE POLICY

Effective January 1, 2010

1. All fees are due and payable at the time of service. Fees are computed according to the following scale:

Tutoring.....\$85.00/hour
2. Master Card, VISA, American Express and Discover credit cards are accepted as a convenience to our clients.
3. An itemized statement of services rendered will be provided at each visit. There will be a \$5.00 charge for completion of any insurance forms.
4. Clients who carry health care insurance should remember that professional services are rendered and charged to the client and not to the insurance company.
5. There will be a \$25.00 charge for all returned checks

FEE AGREEMENT

The undersigned person(s) understand and agree to pay for services at the rates outlined above. Sessions lasting beyond one hour or less than one hour will be charged accordingly. Failure to attend a scheduled appointment without 24-hour notice of cancellation will result in a charge of one-half the cost of an hour session. Failure to pay at the time of the service will result in a finance charge on the total balance.

Date: _____

Signed: _____

Date: _____

Witness: _____