

**Financial Policy and Guarantor Agreement**

Please read the Financial Policy and Guarantors Agreement carefully so that you fully understand our financial policy, fees for our services, and your financial responsibility. We would be happy to discuss or answer any questions you may have pertaining to this policy. In order to receive services from The Center for Childhood Development, the Guarantor must guarantee payment to The Center for Childhood Development, for all services provided.

The Guarantor agrees to the following:

1. The Guarantor guarantees that The Center for Childhood Development, will be paid for all amounts owed by the client for services provided by The Center for Childhood Development. **All payments are due at the time of service.**
2. The Center for Childhood Development is able to bill the most common insurance companies directly. Clients are responsible for paying the copay and/or deductible at the time of services. The Guarantor remains ultimately responsible for any charges not reimbursed by insurance companies for any reason. If The Center for Childhood Development is out-of-network with your insurance provider, we reserve the right to collect payment in full at time of service. You may then submit your proof of service and payment to your insurance company.

Self-paying clients are required to pay the full cost of services at the time services are provided unless a payment plan has been previously approved.

3. Based on the current fee schedule, amounts expected to be insured by the client for services provided include, but are not limited to the following:

<b>Insurance or Self-pay for Therapy and Assessment</b>		
<i>Code</i>	<i>Description</i>	<i>Cost</i>
97003	Initial occupational assessment/therapy	\$125.00
97112	Individual Therapy 60 minutes	\$125.00
92523	Initial speech therapy assessment	\$280.00
92507	Individual Therapy 60 minutes	\$118.00

<b>Additional Charges</b>	
<i>Description</i>	<i>Cost</i>
Missed Appointments	\$55.00
Consultation	\$75.00

Additional services may be offered at mutually agreed upon rates. Services and fees agreed upon for this agreement include the following: \_\_\_\_\_

Rates May be subject to change by The Center for Childhood Development, at any time.

4. Payment in full is due at the time of service, unless otherwise arranged for ahead of time with you're the business administrator. The Center for Childhood Development, is able to accept cash, check, or credit card for payment.

5. Unless otherwise arranged in advance, any balances owed by the Guarantor not paid within 30 days will receive a billing charge of 1.5%. If not paid within 90 days, a 35% collection fee will be added if sent to collections.
  - a. The Guarantor will be billed a **\$55 Missed Appointment Fee** for all unexcused sessions that were not canceled or rescheduled within 24 hours of the scheduled time.
  - b. There will be a **\$10 Returned Check Fee** for any checks returned for insufficient funds.
6. The guarantee contained in this agreement is a continuing and unconditional guarantee and may only be withdrawn by the Guarantor by giving written notice to The Center for Childhood Development. All amounts owed prior to The Center for Childhood Development, receiving the withdrawal of guarantee remain the obligation of the guarantor.
7. If the agreement is signed by more than one person, all persons signing the agreement as Guarantor acknowledge that their obligation is joint and several, that revocation of the agreement by one guarantor does not affect the liability of any other Guarantor, and that The Center for Childhood Development, may proceed against each or any one of the persons signing this agreement as guarantor.
8. This agreement is not revoked by the death of a client or Guarantor and will continue in force until all financial obligations owed by the client are fully paid.
9. This agreement shall be construed and enforced according to Michigan law. The Guarantor consents to the jurisdiction of any Michigan court in the event it becomes necessary to institute legal proceedings to enforce the agreement, and waives any objection to personal jurisdiction or venue in such proceedings.
10. The terms of this agreement cannot be changed unless The Center for Childhood Development, consents to the changes in writing.

By signing below, I agree to be the Guarantor and to accept the conditions of this agreement.

\_\_\_\_\_  
Guarantor \_\_\_\_\_  
Date

\_\_\_\_\_  
Address, if different from client

\_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Additional Guarantor \_\_\_\_\_  
Date

\_\_\_\_\_  
Address, if different from client

\_\_\_\_\_

\_\_\_\_\_  
Phone Number