



### Terms of Payment Agreement

I, \_\_\_\_\_, acknowledge and accept full and complete responsibility for prompt payment of all services rendered to my son/daughter, \_\_\_\_\_, by Leaps and Bounds, LLC.

I understand that I will receive an invoice via e-mail from “Leaps and Bounds, LLC” on the 1<sup>st</sup> of the month following my child’s services and my credit card will be charged in full for the services. If the credit card is declined, I agree to pay a 5% processing fee and understand that my child’s services will be suspended until the payment is received.

I understand that health insurance policies and reimbursement are between myself and the health insurance company and that Leaps and Bounds does not accept 3<sup>rd</sup> party payments from insurance companies. Any payments received will be immediately returned to the insurance company and I will be notified to collect the payment directly.

I understand that cancellations must be made 24 hours in advance or I will be billed at the full rate. It is important for Leaps and Bounds to have sufficient notice in order to schedule make-up sessions with other clients. I understand that the cancellation policy will include one missed session every 8 weeks without being billed for that session (as long as 24 hour notice is given). Any other cancellations will be billed at the hourly rate.

I understand that Leaps and Bounds, LLC does not close for holidays or inclement weather unless contacted by my child’s therapist. If I need to cancel in these situations, I understand that I must contact my child’s therapist by 7am that day or I will be billed at the full rate.

E-mail \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Type      Visa                      MasterCard

Credit Card Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Expiration Date \_\_\_\_\_

By signing this form, I am stating that I received a written explanation of the fee schedule and agree to all terms of the policy.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date