

Area: Program Services  
Subject: Fees  
Policy No.: 160

## **POLICY**

It is the policy of the Center for Communication Disorders to charge and collect fees at the rates established by the Connecticut State Board of Governors for Higher Education.

## **PURPOSE**

Since the establishment of fees was voted by the Connecticut State Board of Governors for Higher Education, the purpose of this policy is to ensure that all clients receiving services from the Center are informed of the fees for service and method of payment, and that all fees are collected in a uniform manner.

## **PROCEDURES**

1. Clients will receive a fee schedule during their initial contact with the Center, that is, in the information packet prior to the diagnostic evaluation, or at the initiation of the first term of treatment.
2. The fee for service schedule will be printed and available for any interested parties.
3. Fees for treatment will be collected twice during each term for Spring and Fall, and once during the Summer term.
  - a. Clients and families will be notified of the collection dates for the term through the term letter;
  - b. One week before payment is due, clients and families will receive a statement of fees due through the payment date.
4. Fees for evaluations will be collected at the time the evaluation is completed.
5. Partial or total waiver of fees for treatment may be accomplished depending on the client's family size and annual gross income. Information regarding waiver/fee reduction will be printed and distributed to all clients.
  - a. clients wishing to take advantage of the waiver policy should complete a waiver form and return it, with a copy of their prior year's income tax statement or current pay stub, to the Center Director.
  - b. Persons not able to make payment on payment dates, or those who cannot verify their waiver will discuss fee arrangements with the Clinic Director.
6. All clients who wish to make third-party payments will be advised that fees are payable on the due date and that they should seek reimbursement directly.
7. The Center Director will make all decisions concerning special payment arrangements concerning third parties, such as direct billing to agencies or school systems other than to the client himself/herself.
8. Services will neither be discontinued nor denied because of a client's inability to pay.