

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

### **POLICY**

It is the policy of the Center for Communication Disorders, a clinical service program of the Department of Communication Disorders, that it charge and collect fees at the rates established by the Department of Communication Disorders and approved by the Connecticut State Board of Governors for Higher Education.

### **PURPOSE**

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 all clinical services will be collected at the time that service is delivered.
4. Partial 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.
5. All clients who wish to make third-party payments will be advised that fees are payable on the date of service and that they should seek reimbursement directly.
6. 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.