

PAYMENT POLICY

All payments are due on the day of consultation.

Payment can be made from the credit/debit card you provided to Ruth Turnbull Psychology staff to be kept on the practice software. Many clients elect to do this at the time of booking appointments.

If your credit card fails, you will be sent a text to inform you and it will be tried again either at the end of business or the following morning. It will be attempted 3 consecutive times and if it continues to be unsuccessful a member of Ruth Turnbull Psychology admin staff will contact you to arrange payment over the phone and a \$15.00 plus GST administration fee will be added to your account.

Late cancellation fees (under 48 business hours) and non-attendance fees are charged at 50% of the fee + GST.

Unfortunately Ruth Turnbull psychology cannot offer further appointments if a client has outstanding accounts, including late cancellation fees or non-attendance fees. If your account is not settled within one week (7 days or 24 hours prior to your next appointment) an admin staff member will contact you and future appointments will be cancelled. Further appointments can be made once your account is settled. Ruth Turnbull Psychology carries a waitlist at times, so you may have to be placed on the waitlist.

Ruth Turnbull Psychology is NOT a bulk billing practice. However under certain circumstances and at the discretion of Ruth Turnbull, bulk billing may be offered. By signing this form you are giving permission for Ruth Turnbull Psychology to bulk bill appointments under certain circumstances. You will be made aware when this will happen.

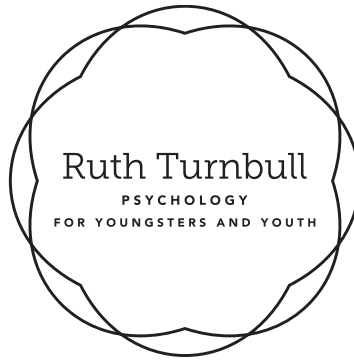
We understand at times that situations can occur which means you may not be able to make a payment on the day. Please contact administration staff **before your appointment** to let them know and your appointment can be rescheduled or a payment plan discussed. If you wish to contact Ruth directly regarding a payment plan you can email ruth@ruthturnbullpsychology.com.au

I have read, understood and agreed to the above:

Client name

Ruth Turnbull Psychology
For Youngsters and Youth
ABN 25 573 727 565
ruth@ruthturnbullpsychology.com.au

140 Johnson Street, Maffra
Ph 03 5147 1398
Fax 03 90212754
admin@ruthturnbullpsychology.com.au



Client signature (or guardian if under 18) _____

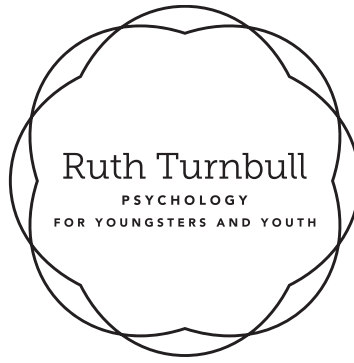
Date _____

Yours truly,

Ruth Turnbull
Psychologist
BA (Psych), GDipAppPsych, MPsych (Ed&Dev) MAPS

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"Ruth Turnbull Psychology strives to provide a mindful approach to psychological services for youngsters and youth, using evidence-based practice to improve the life experience of youngsters, youth and their families"