

## 4.1 FEE PAYMENT POLICY

### POLICY

The fees are due prior to the start of the academic year and payable in advance of attendance, at the start of each term. Fees will be invoiced from the time of admission to ensure that payments can be processed before the start of the term. If your circumstances change, it is essential that you contact us in advance of the deadline so that we can guide you on available options

### SCOPE

This policy applies to all SNF Development Center programs, services and clients.

### PROCEDURES

The fee payment process for SNF Development Center depends on its policies. Process may involve the following steps:

Initial Assessment: Before enrolling in SNF Development Center, parents or guardians usually meet with the Center's staff for an initial assessment. During this meeting, the Center's staff will determine the child's needs and recommend the appropriate program. They may also provide information about the Center's fees and payment options.

Enrollment: Once the parents or guardians decide to enroll their child in the Center, they will need to complete an enrollment form and provide the necessary information and documentation, including proof of their child's disability and medical history.

Fee Structure: The Center's fee structure may vary depending on the services provided and the length of the program. The Center may charge a monthly fee, while outpatient services such as private sessions would be a fee per session or per hour. The fee structure is outlined in the enrollment form or in a separate fee schedule.

Payment Options: SNF Development Center may offer several payment options, including cash, cheque, credit card, and online payments. They may also offer a sliding scale fee based on the family's income or financial need. The Center's staff will provide information about the available payment options and any applicable deadlines.

Late Payments: If a family is unable to make a payment on time, the Center may charge a late fee or may require the family to pay the entire fee upfront. It is **Mandatory** for families to communicate with the Center's staff if they are experiencing financial difficulties or need to make alternative payment arrangements.

The fee payment process for a SNF Development Center is designed to be flexible and accommodating to the needs of the families and their children. The Center's staff will work with the families to ensure that they are able to access the services they need to support their child's development and well-being.

### CONFIDENTIALITY

These manual details policies and procedures relevant to SNF Development Center.

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