



healthy habits

body brain behavior

Center for Healthy Habits provides educational, consulting, coaching and counseling services. Prior to utilizing services, your review of Terms of Service is required. Please read and sign this statement to acknowledge your understanding of fee structure and policies. Your signature does not bind you to counseling, coaching, or consulting; however, it does make you responsible for charges incurred. *NOTE cancellation policy 48 hour Business Day required or full charge for scheduled appointment.*

FEE SCHEDULE:** (fees subject to annual change, notice of increase binds signatory and serves as addendum to this contract) The fee for individual coaching \$205, counseling is \$175 per sixty minute in-office / online, \$ 210 for EMDR and couples counseling. Workshops, 6 week and weekend formats, \$569, (for Coaching fees see separate document). The fee for forensic work is \$210 per hour (60 min.). *(forensic work refers to depositions, court testimony, court preparation, travel, consultation.)

All fees are payable to DIANE RENZ, M.A., L.P.C., or Center for Healthy Habits, Ltd., and due at scheduling service.

****Available Discounted Pre-Pay Packages:**

Packages of 4 or 12 sessions, expire 30 / 90 days

[See online scheduler for prices](#)

All fee policies and cancellation notice extends to pre-pay packages and must be used within specified expiration date 30/180 days-4/12 session packages.

AUXILIARY SERVICES: A pro-rated session fee will be charged for progress reports, collateral contacts, and any reports generated at the request of client, as well as, phone consults/text/email communication with client in-between appointments that exceed 10 minutes.

PAYMENT POLICY: Payment due at time of scheduling each session. Accepted forms of payment via online scheduler, Square, Stripe or PayPal. Inquire insurance provider information if seeking coverage- **Clients are responsible to check their benefits and to pay any co-pay at each scheduling of session. If insurance does not reimburse for claims the client is responsible for full cost of service.** If you would like to use your out of network benefits, you will pay me directly for services and I will provide a statement for you to submit to your insurance carrier. (Please note: there are risks to confidentiality when using insurance, and limits to your choice of provider). Payment is due at time of service. **Should there be a need for billing please note: You will be assessed a late fee of \$40.00 per month plus 5 % per month on any unpaid balance of 30 days or more.** Bills over 60 days may be referred to a collection agency or other means of collection at the client's total expense. Returned check fee is \$45.00.

CANCELLATIONS: The time of your scheduled appointment is reserved for you. Please give **48 hour notice (business days)** if you need to cancel, (i.e., Monday appointment must be cancelled by Thursday previous week). Accepted communication for cancellation or reschedule within a 72 hour window is via Text or email. There is a \$25 non-refundable administrative fee for individual appointments. If you are having difficulty driving to local session due to weather, childcare, illness, etc, phone and online video platforms available for session. **Cancellations under 48 hours (business day) prior to your appointment will require a full session charge--Insurance will not pay for missed sessions- No Exceptions.** Workshop cancellation policy: Non-refundable \$125 registration fee, refund of remaining balance prior to 6 weeks from start of workshop, **your payment confirms you agree to Terms & Conditions of Services and of your purchase**, no refund within 6 weeks of workshop. Registration is NOT transferable to another workshop date. Full refund if group is canceled.

OFFICE HOURS: Hours of operation change according to teaching schedule, see online scheduler for current availability. Special circumstances for limited Saturday hours: extended weekend hours under extenuating circumstances and/or for family / couples sessions

EMERGENCIES: This is Not a Crisis Agency and I am Not a Crisis Counselor. If you should find yourself in an emergency you need to call 911, or mental health crisis center near you, or go to your nearest emergency room. I am available during my scheduled office hours unless otherwise specified on my message service. Should you need to contact me in-between sessions, leave a detailed message, and I will return your call within 48 hours. I check my voicemail messages intermittently after hours. Should there be a true emergency, and I cannot be reached immediately, contact Metro Crisis Services call **844.493.TALK (8255)** or you can text "TALK" to 38255, or other city mental health crisis line, or call 911 or go to your nearest emergency room. **I have read, understand, and agree to this Fee Policy Agreement / I agree to all Terms & Conditions of Services**

Signature of Responsible Party: *[online scheduler acknowledgment of review of Terms of Service constitutes signature]*

Date _____

Print your Name: _____ or Name of Client if different _____