



Center for Healthy Habits provides educational classes, consulting, coaching 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 services; 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) Fees in-office / online : Individual Coaching \$250, Couples \$500 (90 minute). Workshops, Seminars, Speaking Engagements assessed per event. The fee for forensic work is \$400 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. Center for Healthy Habits, and due at scheduling service via Zelle or Venmo.

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

All fee policies and cancellation notice extends to pre-pay packages and must be used within specified expiration date 30/90 days- 6 months 4/12 wk or 6 month 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 are **Zelle** or **Venmo** (please secure as private transaction).

The Center no longer accepts Insurance.

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 \$35 non-refundable administrative fee for individual appointments, \$50. **Cancellations under 48 hours (business day) prior to your appointment will require a full session charge -No Exceptions.** Workshop cancellation policy: Non-refundable 20% of registration fee, refund of remaining balance prior to 6 weeks from start of workshop, seminar or talk, **your payment confirms you agree to Terms & Conditions of Services and of your purchase**, no refund within 6 weeks of event. **Registration is NOT transferable to another date.** Full refund if event is canceled.

OFFICE HOURS: Hours of operation change according to teaching schedule. 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, please send text or email with details of reach, and I will return your contact within 48 hours. I check my messages intermittently after hours. Should there be a true emergency, and I cannot be reached immediately, contact Metro Crisis Services or other city mental health crisis line in your area, 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** _____