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## **Policies and Agreement for RDI® International Program Services**

### **1. Contract Initiation**

A 50% deposit is needed in order to secure RDI International Program services. The contract dates begin with your first appointment.

### **2. Intake Procedure**

Once your deposit and completed intake forms are received, your first appointment may be scheduled.

### **3. Regular Meetings**

We are making the commitment to consult regularly at intervals (no longer than 1 month apart) to discuss and move your child's progress forward. If you find it difficult to maintain this pace, please discuss these challenges with me. Any obstacles to meeting regularly may delay your child's progress and reduce the benefit from your investment. I am committed to supporting you through those obstacles. In this regard, it is important that we communicate well and work closely to maintain continuity and momentum.

### **4. Cancellations**

Four weeks' cancellation notice is required for international RDA in-home consultation. A standard notice of 24 hours is required if you are not able to participate in a regularly scheduled Skype consultation. Skype consultations will be rescheduled based on availability.

### **5. Sick Policy**

Regarding Skype consultations, if you or your child is sick, it is expected that you will notify me at your earliest opportunity. In this case, you would not be penalized for late cancellation; however, rescheduling would take place on a space available basis. If you or your child is ill for your scheduled in-home consultation, please notify me immediately for discussion of making alternative arrangements. Any travel or hotel accommodation

costs already incurred will be the responsibility of the client if the in-home consultation is cancelled for any reason; however, reasonable solutions may be found to accommodate unforeseen illnesses and obstacles.

## **6. Online Learning System Subscription**

It is an expectation that you will be an active subscriber to the RDI online system throughout our contract period. This allows me to assign your objectives, view your uploaded videos, and assign your e-learning courses. This online learning community, available only through the Connections Center, provides you with learning opportunities via webinars, videos and parent discussions. Your subscription is purchased separately from the Connections Center at a cost of \$50 per month.

## **7. Payment Terms**

Payment is due as follows: 50% of contracted amount at beginning of contract, then the remaining amount(s) due upon receipt of invoice(s). If not electing to pay in full, the payment plan you have chosen is attached. Invoicing is completed once per month with the balance divided by the number of months your program is projected to take. A 5% discount is offered to those who pay the full amount of the RDA prior to the first appointment. Receipts will be issued upon receipt of payment.

### **Payment options include:**

- Check
- Credit Card (Master Card, Visa)
- Money Order

**Payment arrangements must be made in advance of the start date of the contract. Checks are to be made to MindSource Center, LLC.**

## **8. Extension of Contract**

Should there be medical or emergency situations that require the family to suspend services, the contract will be held in good standing for a maximum of 30 days without penalty.

Please be sure that you are ready for the program commitment and have made room in your life for your RDI Program before we begin our work together. To ensure a successful outcome, requests for extensions beyond 30 days will be evaluated on an individual basis. Unfortunately, requests for extensions beyond 60 days cannot be honored, and any unused services at the time your extended contract expires will be forfeited. Your RDI Program will lose its effectiveness and relevance as time as time between consultations is extended.

## **9. Refunds**

Refunds will not be issued for any reason.

## **10. Overdue Payments**

Interest will accrue on all overdue accounts that go beyond 60 days. Interest accrues at 1.5% monthly or 18% annually.

**11. Returned Checks**

If checks are returned NSF a fee of \$60 will be applied to the balance owing.

**12. Videotape/ Assignments**

Videotaping is an essential part of your learning, and is required as part of your RDI home program. Most people experience discomfort in the beginning phase of their learning process, but quickly move past those feelings. If there are reasons you think you may have difficulty regularly submitting videotapes of you and your child working together, please discuss this with me in advance of entering into this contract.

**13. Confidentiality**

Our communication is considered privileged and is protected by both state and federal laws pertaining to client confidentiality. Your rights are outlined in three documents you will receive from me: the HIPAA handout (federally mandated), Washington State handout, and in my counselor disclosure statement, a document required of licensed mental health counselors in my state. This third form describes my training and approach to treatment. Please read and sign this document, and feel free to ask any questions regarding your rights as a client. In the event that you would like for me to discuss your RDI treatment with anyone, a written consent will be required.

Thank you so much for choosing me as your RDI consultant. I look forward to working together with you and your family, and am truly honored to be given this opportunity to facilitate your child’s growth.

Please sign below, indicating that you have read and understand the policies outlined in this document.

I understand and agree to the above policies.

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Signature

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Name (Please Print)

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Date