PUSHING BOUNDARIES

Exercise, health and hope for people with paralysis

Payments / Cancellation / No Show Policy

Please initial each of the following:

___ I understand that I will receive an **estimate via email** (provided below) at the beginning of each month. I will notify Pushing Boundaries immediately if I have not received my estimate by the 5th of the month.

___ I understand my deposit for the month, along with any previous outstanding balances, **is due no later than the 10th of that month**.

___ My deposit will be applied to my account as soon as I've completed the month.

___ I understand that **as soon as** my monthly deposit is paid, I will be eligible to be added to the following month's schedule.

___ There is a $50.00 charge for all returned checks.

___ Pushing Boundaries requires two weeks' notice be given for multiple absences (vacations lasting more than one week).

___ **All scheduling notifications must be made to the Pushing Boundaries main telephone number 425-869-9506, emailed to schedule@pushing-boundaries.org, or in person only.**

___ **I understand scheduling changes will not be considered other than the above communication methods. Do not contact the therapy team directly.**

___ **Pushing Boundaries has a 24-hour cancellation policy.** Cancellations made at least 24 hours prior to the day of service will not be charged.

___ Cancellations made less than 24 hours in advance will be charged. If you can reschedule your appointment within 3 days (and attend that appointment), we will remove the cancel/charge from your monthly statement.

___ No shows will not be rescheduled, and you will be charged the full rate for your missed session.

I understand that I am financially responsible for the payment of all services and must prepay in advance for my exercise therapy.

_____ Date _____

E-mail address that client billing statements are to be sent to

_____ _____

Participant's Signature Participant's Name (Please Print)

_____ _____

Participant's Guardian (If under 18) Pushing Boundaries Witness

Revised 9/10/2019