

Dear Weaver Center Client:

Welcome to Weaver Center!

We strive to provide the best evaluations, therapy, advocacy and consultation services available to children and adults with learning, attentional, and/or self-esteem difficulties. We have developed the following office policies, which make the Center efficient, effective, and available to you, while keeping costs reasonable.

1. All payments are expected at the time of service. Refer to your confirmation letter for expected fee(s).
2. We do not bill insurance. Upon request, we will provide you with detailed receipts for your submission to insurance in case you are eligible for reimbursement.
3. All indirect services such as phone contact, school or private agency consultations, letters/emails on client's behalf, will be billed to you based on the clinician's hourly fee.
4. For testing, payment in full is expected at the time of the first appointment. Services to be paid by a school system will be billed directly. A contract with the school must be received by Weaver Center prior to scheduling the testing.
5. Off-site services must be paid in advance. School consultations, observations, and advocacy must be paid 48 hours prior to scheduled meetings or the appointment will automatically be cancelled. Therapeutic Tutorial can be provided in a client's home, at school (with prior approval of authorities) or a public library. Charges are assessed for travel and tutorial time, as well as associated telephone and direct consultation with professionals, school personnel and parents. A credit card must be on file for all off-site tutoring and related services and will be charged at the time of service.
6. Cancellations must be made 24 hours before the appointment. If cancellations are not received within that time the full fee for service will be billed to you. Cancellations due to medical emergencies and snow days are exceptions. They are based on official school closings in Wayland and/or your town. You must notify the office if these conditions occur.
7. Clients who receive services in person or by phone who are financially supported by other people (i.e. parent) must have on file a Visa or MasterCard so fees can be paid at the time of service. If you prefer not to use a credit card, a four-week retainer must be received one week prior to scheduled appointments.
8. To make payment over the phone with Visa, MasterCard or Discover, contact the administrative office at (508) 358-1112 ext. 210 between 9:00 a.m. and 2:00 p.m. To leave your credit card number on file, consult the office by phone or in person. Your balance(s) will be charged to your credit card.

Sincerely,  
Robert A. Weaver, III, Ph.D.  
Director and Clinical Neuropsychologist