

## **Fees & Charges Policy**

### **Fees**

We charge according to the type of assessment or appointment you require.

A written report is produced following all assessments. Additional charges are payable for the writing of medical reports and letters which are requested in addition to this.

Fees are subject to change without notice and current prices are listed below.

By using the services provided by the Cotswold Neurodevelopmental Service Ltd, you agree to our charging policies, consultation charges, and terms and conditions of business.

### **Payment Terms**

All fees must be settled before the reports can be released.

We ask for a payment of £450 at the time of booking your autism assessment appointment, and the remainder will be payable once the assessment has been conducted and the report is ready to view.

ADHD assessments should be paid in full prior to the assessment

Reports and assessment outcomes will not be released until all outstanding balances have been settled.

Fees for Therapy sessions and post diagnostic support sessions must be settled 48hrs prior to the appointment.

We accept BACS transfers and credit/debit cards.

At the present time we do not currently accept referrals from healthcare insurance companies.

Health insurance cover is unfortunately no longer accepted as a means of payment for any assessment or appointment. All consultations must be self-funded. Clients may wish to claim reimbursement from their insurance provider directly afterwards if they have cover.

### **Cancellation/DNA Policy**

We require at least 48 hours' notice for the cancellation of appointments. Cancellations with less than 48 hours' notice will incur a charge of 50% of the total fee. If less than 24 hours' notice is given, or if you do not attend your appointment, the full fee will be payable. Cancellation of Monday appointments must be given by 12pm on the Thursday before.

### **Consultation Charges**

#### **Effective from 1<sup>st</sup> February 2024**

ADHD Assessment (Child or Adult)	£1200
Autism Assessment (Child or Adult)	£1850
Neurodevelopmental Assessment (combined)	£2850
Psychology 50 minute consultations	£100

Psychoeducation session (60 minutes)	£90
Coaching (60 minutes)	£80
Educational Tutoring (60 minutes)	£80
Letters issued outside of a consultation (incl. extra GP letters, travel, etc)	£50

## **Terms & Conditions**

### **Name of Company**

Cotswold Neurodevelopmental Service is the trading name of Cotswold Neurodevelopmental Service Ltd.

### **Place of Business**

The office of Cotswold Neurodevelopmental Service Ltd is situated at 42a Cricklade Street, Cirencester GL7 1JH

### **Statement of Purpose**

The clinic is a specialist independent clinic in Cirencester for children and adults with Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorder (ASD) and related conditions.

### **Registration**

All patients of Cotswold Neurodevelopmental Service must register before they are able to use the services provided by the Centre.

### **Fees and Payment**

We charge on the basis of time spent or are likely to be spend in dealing with care. This may include time spent considering and researching matters, making and receiving telephone calls, as well as responding to emails and issuing letters. Full details of our fee structure are available. Fees are subject to change without notice. By using the services provided by the Cotswold Neurodevelopmental Service you agree to our charging policies, consultation charges and terms and conditions of business.

### **Payment Terms**

All psychology and post-diagnostic fees must be settled 48 hours prior to the time of consultation.

Autism Assessments require a £450 deposit, and a final invoice for the remaining fees will be sent once the assessments have taken place. All fee's must be settled before any outcome or report can be released.

ADHD Assessment must be paid in full prior to the assessment taking place

We accept credit/debit cards, BAC's transfers, and cash. We do not accept American Express. We will provide a receipt for all payments which may be used to claim reimbursement from your health insurance should you have cover.

### **Cancellation Policy**

Clients are advised that in booking an appointment they are reserving the clinicians time exclusively for their treatment. We require at least 48 hours' notice for the cancellation of appointments.

Cancellations with less than 48 hours' notice will incur a charge of 50% of the total fee. If less than 24 hours' notice is given, or if you do not attend your appointment, the full fee will be payable.

Cancellation of Monday appointments must be given by 12pm on the Thursday before.

### **Refund Policy**

We will refund for appointments and assessments if we are given 24 hours' notice. If an assessment has been partially undertaken, you will be invoiced for the cost of the clinician's time and a partial refund is given. Clients are unable to withdraw from their commitment to pay the final invoice if the assessment has been completed and an invoice for the full amount will be issued

### **Communication and Confidentiality**

If patients have any preference as to the method of our communication, please state this on your Personal Information form at registration. We have thorough standards in the maintenance of confidentiality.

### **Regulation**

We are fully registered with ICO and all of our clinicians are registered with their related governing bodies.

### **Data Protection Act 2018**

We observe the requirements of the Data Protection Act 2018 and the data protection principles in relation to personal data. By agreeing to these terms, you are agreeing to the processing of personal data to enable us to carry out work on your behalf. Under the Data Protection Act 2018 you have a right to request details of your personal data held by us.