



Edge Water Music Therapy  
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## Edge Water Music Therapy Payments/Policies

Welcome to Edge Water Music Therapy! We are excited to work with you and help you achieve your therapeutic goals. Below, we have listed important information and general guidelines regarding your therapy sessions with Edge Water. Please review the "Payments/Policies" document to familiarize yourself with our policies. If you have any questions, please feel free to contact us. **By starting therapy sessions, it is implied that you have read the Edge Water Music Therapy Payments/Policies document, and agree to the policies listed within.**

Thank you!  
Corey Thompson, Executive Director

### Regular In-Home Therapy Services

\$89.00 for 60 minutes

\$66.75 for 45 minutes

\$44.50 for 30 minutes

The amount of service time is determined by the therapist and client/guardian. The amount of service time needs to be adequate to achieve the client's therapeutic goals.

\*\*\*Fees for the month due prior to the first therapy session of each month.

\*\*\*An invoice for the month will be sent prior to the start of each month.

### Payments

**Note that payment must be received prior to the start of service**  
(respite clients are exempt from the pre-payment policy)

You may use the following methods of payment:

**Check:** Make checks payable to "Edge Water Music Therapy" and send to our mailing address

**Edge Water Music Therapy**

**P.O. Box 933**

**Portage, MI 49081.**

### Online Payments:

Pay online at:

<https://ipn.intuit.com/>

(Enter the following email when prompted to enter the address where payment is to be sent: [cdt494@hotmail.com](mailto:cdt494@hotmail.com))

1. Credit Card Payments: a 3.25% convenience fee will be added to your next invoice for credit card transactions.

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2. Direct Bank Account Transfers: no additional charge

**Cash:** Cash payments may be placed in the payment drop box at the address above. Contact Edge Water Music Therapy for more information if you would like to pay by cash.

**Respite funds:** Edge Water Music Therapy is a respite provider for Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS). You must be qualified with KCMHSAS as a respite recipient prior to using respite funds for payment.

\*\* Any services provided which are not paid by KCMHSAS respite funds are the responsibility of the client. Failure to pay will result in the termination of current and future services.

**NOTE:** Edge Water's music therapists are unable to accept payments directly.

**Alternate Payment Plans:** It is possible to create alternate payment plans for clients whose financial circumstances warrant a different plan. If you are interested in creating an alternate payment plan, contact the Edge Water Music Therapy executive director.

**Canceled Sessions:** Consistency is vital to the success of music therapy services. We realize that sometimes circumstances require a session to be canceled, but recommend minimizing missed sessions.

**Make Up / Cancellations:** Canceled sessions will be made up by the therapist if time is available in the therapist's schedule and if a make up session is appropriate to the client's treatment plan. If a make up session is not possible, see below for cancellation policies.

**Therapist Cancellations:** Sessions canceled by the therapist will be credited to the client account, or refunded if requested.

**Client Cancellations:** Clients must inform Edge Water Music Therapy at least 24 hours in advance of canceling a session in order to receive a credit. If notice of cancellation is given after the 24 hour window, a make up session may still be given if time is available in the therapist's schedule and it is appropriate to the client's treatment plan, but a credit or refund will not be given.

**Late Fees/Suspensions:** Payments for each month's sessions are due by the first therapy session of each month. Sessions will be suspended for any client whose account is past due. Sessions may resume after a client's account is brought up to date.

**Late Fees:** A 5% late fee will be assessed to each past due account. Late fees will accrue monthly, with a maximum fee of 25%.

### **Legal Responsibilities**

A parent or other legally responsible adult must be present in the home for all therapy sessions with a client who is a minor (under the age of 18).

A parent or other responsible adult must provide supervision for all siblings, friends, pets, etc. who may be present in the home during therapy sessions. The area used for therapy must be free from distractions in order to provide successful therapy.

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