



Pre/Post Adoption Consulting and Training  
Dr. Joyce Maguire Pavao  
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### **Payment Guidelines and Policy**

**Pavao Consulting and Coaching (PCC)** is dedicated to coaching executives and parents, (who are executives of their families), and **PACT (Pre/Post Adoption Consulting and Training)** is dedicated to providing services to families and individuals, who live in the world of adoption, foster care, kinship, guardianship, and complex blended families\* of all kinds, as well as the professionals who serve them.

**We require that our clients provide us with the necessary information, and out-of-pocket fees are paid at the time of the session.**

#### **Cancellation Policy**

**To cancel an appointment without charge, call at least 48 hours (2 business days – not weekends and holidays) before the scheduled time.**

**If you fail to cancel 48 hours in advance, you will be personally responsible for the full fee for missed appointments.**

**Missed phone consultations without 48 hours notice, will be charged the full fee for the session.**

#### **Out of Pocket Payment**

**You are responsible for the fees at the time of appointment.**

#### **Payment Options:**

**You can pay by Personal check, Visa, Master Card, American Express, or Cash.**

(Credit card information is stored electronically in a password-protected database.)

If your financial situation does not allow full payment at the time of meeting, please discuss the matter and devise a payment plan with Dr. Pavao.

#### **Sliding Fee Scale for families and individuals:**

The sliding fee scale is negotiated directly with Dr. Pavao, at the first session.

The fees are based on 50-minute sessions.

**Other Fees:**

**Professional, Court, Corporate, and Agency Consultations**

For professionals or agencies seeking consultation (reviewing of records and clinical consultation), a fee will be negotiated on a case-by-case basis (**but will only be considered for a sliding scale in exceptional cases**).

Most consultations to lawyers and other professionals are billed at \$300.00-\$500.00 per hour.

**Payment Procedures:**

Payment for services is due at the time services are provided.

Clients, or guardians, are responsible for providing accurate information

Thank you in advance for your cooperation.

**I have read the above policy and understand my responsibilities. (your receipt of this document and scheduling of appointment shows that you understand these policies).**

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Client Signature (legal guardian if client is a minor)    Date