

Application and Agreement for Counselling Subsidy

Resolve is a non-profit organization providing counselling and group programs for which a fee is charged on a sliding scale. The sliding fee scale is made possible by grants received from the United Way Kingston, Frontenac, Lennox and Addington and donations. Resolve is committed to charging fair and equitable fees based on before tax income and family size. Payment is made at reception in person or on the phone, or paid by e-transfer before the service.

Application Information

Client's Name:	Date:
Number of Family Members:	Additional Circumstances to Consider:
Monthly Income before taxes:	Type of proof of income provided:

Subsidy Approval (to be filled out by Resolve Staff and signed by client)

I understand the following:

- Fees for counselling sessions that are missed or cancelled with less than 24 hours' notice will be charged; unless there are exceptional circumstances
- If my financial situation changes I will review my fee with my Service Provider
- Interviews longer than one hour are charged in quarter hour increments
- If you are behind in payment for two sessions, we cannot book another appointment until the outstanding amount is paid or a payment plan is agreed to.

I have discussed my fee payment with the Resolve staff member named below.

My fee is \$_____per hour.

Date:

Client Name:	Client Signature:
Staff Name:	Staff Signature: