



DYSLEXIA INSTITUTE OF MINNESOTA

"Toward Literacy for All"

# Academic Language Therapy Fees, Billing Procedures, & Policies

## Academic Language Therapist Fees.

After a client is evaluated, the appropriate length and frequency of lessons will be recommended for that individual. The client and the assigned Academic Language Therapist will then discuss and agree upon time, location, and the length of lessons.

The fees for individual therapy sessions will be:

### 1. One-on-One Tutoring

- **\$51 per hour, basic level (up through grade 5)<sup>1</sup>**
- **\$54 per hour, advanced level (grade 6+)**

### 2. On-line Tutoring

- Same rate as *one-on-one* tutoring
- **\$15 per month flat technology usage charge**

### 3. Group rates

- Group rates are sometimes offered if appropriate groups can be formed. Those rates differ, and are as follows, per student: 2 lower grade students (5<sup>th</sup> grade and below) \$37/hour/each; 2 upper grade students (6<sup>th</sup> grade and up) \$40/hour/each; 3 lower grade students \$32/hour/each; 3 upper grade students \$35/hour/each.
- In order for the Reading Center to offer group lessons at this special rate, students are required to pay for all group lessons, even those they miss. Scheduling "make-up" lessons is not possible unless *all parties agree*.

### 4. Additional Fees

- **Traveling:** When a therapist travels to a client's home or school for a lesson, there is a fee of \$9.00 per round trip. This applies to an area within 8 miles (one way) inside of Rochester. **Beyond the 8 miles, the traveling fee is .55 cents per mile.**
- Therapists who have agreed to consult with a student's schoolteacher, school staff, or doctor will bill for their time at regular therapy rates.

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<sup>1</sup> At the recommendation of the screener/tester, some students may have a 30 or 45 minute tutoring session and pay a prorated rate.

- A limited number of **scholarships for tutoring are available** to those who qualify based on need. Applicants must complete the scholarship application and submit the required income documentation to our Scholarship Committee. Each August scholarship forms must be resubmitted to be renewed. The scholarship application is available at the office or may be printed from our website.

### Billing Procedures

- A statement of account is mailed or emailed to each active client on or before the 10<sup>th</sup> of each month for the prior month's services. The entire balance is due upon receipt. **Clients with a past due balance exceeding 60 days will be notified that therapy will be discontinued.** A mutually agreeable payment schedule needs to be arranged with the Reading Center Bookkeeper before lessons will resume.
- Automatic payment by bank withdrawal is preferable. Please refer to attached authorization form.

### Policies

- After receiving the request for therapy, the Reading Center will notify the client of the placement with a tutor. The tutor will contact the family to arrange the schedule. If none of the vacancies are chosen, the client will be placed back on the waiting list. Each month, the client or parent will be notified about the status of placement.
- Academic Language Therapists are highly trained and in high demand. It is important that families make tutoring a priority and provide time in their schedules in order to secure a placement.
- Academic Language Therapists are independent contractors who arrange their own schedules. Before therapy begins, the therapist and client will communicate to confirm the placement.
- If a client requests a schedule change and the therapist is not able to accommodate the client, the student's name will go back on the waiting list for another therapist.
- When a new student has just been placed, the therapist needs time to develop the tutor-student relationship. For that reason, parents who wish to observe a lesson are asked to wait until after at least 10 lessons have been completed.
- It is the responsibility of the client to arrive on time for lessons. Therapists often have several students consecutively, making it impossible for them to supervise early arrivals or make up lost time for those who arrive late.
- **The therapist must be notified 24 hours in advance if a student must miss a lesson.** In the event of an emergency, the therapist should be notified as soon as possible.
- **Unexcused absences and late cancellations will be billed at the regular therapy rate. Scholarship funds, if any, will not apply.**
- **If canceling lessons becomes a common occurrence, the client may jeopardize his/her tutor assignment.** Two lessons per week (or more if recommended by the tester) are the expectation, and needed in order for the intervention to be effective.

- Should a placement not be successful after a trial period of at least 10 lessons, parents will fill out the Request for Therapist Reassignment form, and the student will go back on the waiting list, to be placed with another therapist as soon as there is an opening.
- If a parent makes a request for a particular therapist, the Reading Center will make every effort to honor that request if it is appropriate for the particular student's needs.
- A therapist may not dispense any type of medication to clients.
- Re-evaluations will be scheduled approximately once a year after a student is placed in order to monitor progress. The Recheck tests done at the Reading Center offices are provided at no extra charge. You will be notified when your child is due for a re-test. You will receive the results of the retest.
- If a student is going to take a break from tutoring for a duration of greater than 4 weeks, such as over the summer months, the family will fill out the Tutoring Deposit and Hold form, and send a deposit of \$100 to hold the tutoring spot with the therapist. Tutoring must resume during the 5<sup>th</sup> week or the tutoring spot and deposit is forfeit.

If you have any questions regarding these policies and procedures, please call the Reading Center at (507) 288-5271 or e-mail us at [Read@TheReadingCenter.org](mailto:Read@TheReadingCenter.org).

I have read and agree to these policies.

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Signature of Parent/Guardian

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Date