



# Hills District Speech Therapy

## CREDIT CARD

### Payment Authorisation Form

PARENT/GUARDIAN FULL NAME:	
CLIENT NAME:	
CONTACT NUMBER:	
Preferred Email for invoices:	

I, "the above-mentioned parent/guardian" authorise Hills District Speech Therapy to charge consultation fees to the below credit card details- at the time of my consultation or shortly after.

I will be provided with an invoice once payment has been processed.

**CANCELLATIONS: PLEASE READ CAREFULLY AND SIGN BOTH PAGES TO ACKNOWLEDGE YOU UNDERSTAND HDST CANCELLATION POLICY**

#### CREDIT CARD DETAILS

Card number:																			
Name on card:	Select: MASTERCARD VISA			Expiration Date:			CVC												

Signature:

Name:

Date:

\*Please inform us if your CARD HAS CHANGED or if you no longer wish for this payment system to proceed. Thank you.

Please note that HDST utilises a secure payment online gateway, **Stripe Payments Australia Pty Ltd** A.C.N 160 180 343 to process payments. The above agreement is between "you the client/parent/guardian" and HDST. The accounts team are the only team to have access to the credit card details provided above and once entered into the Stripe System, only the last 4 digits are visible. Stripe has been audited by an independent PCI Qualified Security Assessor (QSA) and is certified as a PCI level 1 service provider.

As a valued HST client there are **no credit card surcharges**, however in the event that a payment has been declined 2 x in a 2-day period, an open invoice will be emailed to the nominated email mentioned above for payment advice.

## SUMMARY OF OUR CANCELLATION POLICY

- 1 business days notice (24 hours) – no charge
- Less than 24 hours notice- non face to face service provided as alternative
- Short notice cancellations (less than 1 hour) or no notice provided – 90% of a 30 minute consult charged
- Group appointments - full consult fee charged
- More than 3 sessions cancelled per term- HDST reserves the right to discharge

Further information on our cancellation policy can be found here:

<https://hdspeechtherapy.com.au/cancellation-policy/>

## PAYMENT TERMS

- Payment is required within 7 days from the service provided.
- If more than 1 invoice is open, services will be suspended until the account is paid in full.
- If the account is not paid in full after 2 weeks of receiving the suspension notice, we reserve the right to release your dedicated session.
- If you have 2 or more suspended accounts in a term, HDST reserves the right to discharge you from our services and will be placed back at the end of the waiting list.
- Sessions occurring offsite must abide by the same payment terms.
- We no longer accept cash as a form of payment.

Signature:

Name:

Date: