



*Nova Scotia College of Chiropractors*  
*Board Policy: Payment of Fees in Advance*  
*(Prepayment of Services)*

*Approved by  
the Board of  
the NSCC*

*Effective  
November 19, 2005*

*Revised  
April 28<sup>th</sup>, 2012*

*Pages  
1*

- 1. A member may accept fees or payment in advance of services under the following conditions:**
  - a.) Payment of fees in advance is optional and is at the discretion of the patient
  - b.) A patient may prepay up to any amount at their discretion.
  - c.) All financial policies shall be reviewed in advance with each patient before any prepayment is accepted.
  - d.) All prepayment plans shall be for a specified number of treatments.
  - e.) A patient is entitled to a refund at any time during the prepayment period. The refund may be prorated with the normal pay per visit fee before any remaining balance is refunded. This applies to refunds initiated by the patient or the chiropractor. Refunds shall be made within fourteen (14) days after a request for refund has been received from the patient.
  - f.) Charging an administrative fee or penalty for a refund is not permitted.
  - g.) The member may provide an administrative discount to the patient for receiving payment in advance.
  - h.) The member may provide additional discounts at their discretion.
  
- 2. A member of the College who chooses to collect payment of fees in advance of services equal to or above 24 office visits is to be entered into a pre-paid account. Money will be paid from the pre-paid account to the member as services are rendered.**