

# PROVISIONAL PSYCHOLOGY REGISTRATION PROGRAM AGREEMENT

Please select the program you will be enrolling in for the next 6 months from the options listed below.

Fee Schedule Psychology Supervision Services		
Service	Cost	Tick service requested
<b>Full time supervision (34 hrs per week)</b> Inclusive of 28 hours of individual supervision, 12 hours of group supervision and 30 hours professional development convened by Learning Links	\$6,300 for 6 months*	
<b>Part time supervision (25.5 hrs per week)</b> Inclusive of 20 hours of individual supervision and 9.5 hours of group supervision and 20 hours of professional development convened by Learning Links	\$4,950 for 6 months*	
<b>Part time supervision (17 hrs per week)</b> Inclusive of 12 hours of individual supervision, 6 hours of group supervision and 15 hours of professional development convened by Learning Links	\$3,960 for 6 months*	
<b>Pay as you go individual supervision only</b>	\$175 per hour*	
<b>Pay as you go group supervision only</b>	\$50 per hour* Book sessions per our website	
<b>Pay as you go professional development only</b>	\$320 per workshop*	

*Note: The fees listed above are reviewed annually and are subject to change.*

## Terms and Conditions of Psychology Supervision Services

### 1. Payment of supervision fees for full time and part time services

Payment for the first six-month period must be made:

- prior to APHRA's approval of the plan, or
- at the commencement of the 6-month period after APHRA's approval.

Services cannot commence until payment has been received in full or a payment plan is in place.

Payment plans are by direct debit only and the debit will occur fortnightly over the first 3 month of the program.

Invoices must be paid within 7 days of the invoice date.

In the event additional hours are accessed above the allocated hours indicated in this agreement charges will apply.

## **2. Pay as you go fees**

Invoices for services accessed are raised at the end of each month.

Fees are payable within 7 days of the invoice date.

## **3. Absences and cancellation fees**

Individual Supervision - 24 hours' notice is required to reschedule supervision sessions. If the required notice is not provided the full supervision fee will be charged.

Group Supervision – 24 hours' notice and a medical certificate is required to cancel participation in group supervision. Alternatively, a swap can be made with another provisional psychologist and no fee will be charged. If the required notice is not provided you will be charged for any additional supervision access to meet your ratio.

## **4. Change of supervision enrolment details**

A change of enrolment from part time to full time can occur at any time. When a request is received a pro-rata invoice for the remaining period will be provided.

A change of enrolment from full time to part time can only occur when the 6-month full time period has been completed otherwise fees previously paid will be forfeited.

Pay as you go supervision services can change into a full or part time enrolment at any time.

## **5. Cancellation of supervision services**

If enrolled in full or part time supervision service fees must be paid in full for the 6-month period regardless of whether supervision services are being accessed. These fees are non-refundable.

If enrolled in a pay as you go agreement, 4 weeks' notice is required to cease Learning Links supervision services.

Please note you still require a ratio of 1 hour supervision for every 17 hours worked.

## **6. Suspension of services**

Based on AHPRA guidelines if Learning Links is concerned about your professional conduct, your mental health, or you are suspected of using substances influencing your work, Learning Links reserves the right to suspend and or cease services and advise AHPRA. Depending on the circumstance and the presenting issues, Learning Links will either refund the fees for the remaining services not accessed or charge the fees agreed to in this agreement.

Where fees are not paid within the agreed terms of this agreement supervision services may be suspended until the account is brought up to date or an alternative payment arrangement has been approved by an authorised officer of Learning Links.

Supervision sessions will not be offered if fees are outstanding. Unpaid fees may also result in referral to a debt collection service.

## **7. Change of supervisor**

Learning Links reserves the right to change your supervisor if required. You will be given 2 weeks' notice if this needs to occur.

Requests for change of supervisor will be considered on a case-by-case basis and based on availability of supervision staff. Consistency with supervision is highly recommended.

## **8. Questions regarding fees charged**

Enquiries regarding fees charged are to be directed to [accounts@learninglinks.org.au](mailto:accounts@learninglinks.org.au) In the event of a dispute the undisputed amount is to be paid when the payment falls due.