

## NO REFUND POLICY

### 1. General Policy

1.1. The No Refund Policy applies to all psychological assessments and counseling services offered by **GESTALT NEUROPSYCHOLOGICAL AND PSYCHOLOGICAL SERVICES**.

1.2. By engaging in our services, the requesting party agrees to abide by this policy and acknowledges that payments made are non-refundable, except as explicitly stated in this policy.

### 2. Individual Psychological Assessments and Counseling

2.1. For individual psychological assessments and counseling sessions, all therapy sessions before confirming the schedule must be paid in full of the total cost.

2.2. In the event that the requesting party or the proposed attendee(s) do not show up for the scheduled test or therapy session, no refund will be provided.

2.3. Any unexpected circumstances preventing attendance do not warrant a refund of the payment made.

### 3. Group Neuropsychological and Psychological Assessments

3.1. For group neuropsychological and psychological assessments, the requesting party shall pay 70% of the total cost upfront.

3.2. The requesting party must accurately provide the number of participants attending the assessment.

3.3. Unused credits from the group assessment will not be refunded but instead will remain in the client's account as unused credits for future use.

### 4. Individual Neuropsychological and Psychological Assessments

4.1. Unused sessions from individual neuropsychological and psychological assessments may be transferred to a specific person as requested by the paying party.

4.2. Requests for transferring unused sessions must be made in writing to [Company/Organization Name] and are subject to approval.

### 5. Walk-In Individual Neuropsychological and Psychological Assessments

5.1. For walk-in individual neuropsychological and psychological assessments, the client is required to pay in full, and the payment is non-refundable.

### 6. Advance Booking for Neuropsychological and Psychological Assessments

6.1. For advance booking of neuropsychological and psychological assessments, the requesting party must make full payment via Gcash/bank transfer to confirm the appointment.

6.2. In the event of a no-show by the client, the payment made in advance will not be refunded.

### 7. Discretionary Refunds

7.1. In exceptional circumstances where **GESTALT NEUROPSYCHOLOGICAL AND PSYCHOLOGICAL SERVICES** determines that a refund is warranted, it will be done so at the sole discretion of the company.

7.2. Such refunds will be considered on a case-by-case basis, and any decision made by **GESTALT NEUROPSYCHOLOGICAL AND PSYCHOLOGICAL SERVICES** will be final.

### 8. Amendments to the Policy

8.1. **GESTALT NEUROPSYCHOLOGICAL AND PSYCHOLOGICAL SERVICES** reserves the right to modify or amend this policy at any time, and any changes will be effective immediately upon posting the revised policy on our official website.

8.2. It is the responsibility of the requesting party to review this policy periodically to stay informed about any updates or changes.

### CONFORME:

By proceeding with our psychological assessments and counseling services, I \_\_\_\_\_ (CompleteName/Signature), Date \_\_\_\_\_ acknowledges and agrees to the terms and conditions stated in this No Refund Policy.