



**PO Box 566 Yarra Junction 3797**  
**Phone: 03 5967 1438      Fax: 03 9923 6644**  
[smpteam@strongminds.net.au](mailto:smpteam@strongminds.net.au)  
[www.strongmindspychology.com.au](http://www.strongmindspychology.com.au)

## **ASSESSMENT PACKAGES 2025 - 2026**

### **Terms and Conditions**

1. 50% deposit & signed service agreement required to secure booking.\*\*
2. 50% balance due by Cognitive Assessment or Observation, whichever occurs first.
3. Assessments that are cancelled with 2 or more full business days notice (Monday to Friday) will have the full deposit returned minus an Administration Fee of \$30 plus GST (up to 10 working days).
4. Assessments that are cancelled with less than 2 full business days notice (Monday to Friday) will have a partial deposit returned (up to 10 working days). This amount will be the remainder after 2 full service blocks cost for that clinician has been deducted.
5. All client assessment forms (electronic or hard copy) are to be returned to Strong Minds within in one week after they are sent or given.
6. It is the responsibility of the client or parent / carer to arrange the return of assessment forms, this includes any that have been sent to other parties such as teachers.
7. Assessment forms are to be completed with as much accuracy and honesty as possible.
8. In community appointments (E.G. school) it is the responsibility of the client or parent / carer to arrange and confirm with the organisation at that location.
9. In community appointments (home or other) need to be a suitable environment for assessment...
  - Confidential
  - Quiet
  - Good lighting
  - Temperature controlled
  - Safe
  - Appropriate furniture (table & chairs)
10. The individual client or parent / carer are responsible for providing any relevant information that might be included in the report in a timely manner. If not provided by a requested time, it can not be included in the report.
11. Up to two hard copy reports can be provided directly to the client or parent / carer.
12. A digital copy of the report can be provided directly to the client or parent / carer.
13. It is the client or parent carer's responsibility and choice if the report is forwarded on to other parties.
14. Minor alterations to reports can be requested after completion E.G spelling errors.
15. Changes that are regarded as opinion from a person other than the clinician will not be made to reports after completion.
16. Interim reports can not be provided. While we endeavour to keep to proposed timelines for the feedback and report, it is at the discretion of the clinician and Strong Minds to alter timelines when required to ensure the clinician and supervisors have appropriate time to complete the report.

\*\* Clients that are utilising funds through NDIS and are plan managed or NDIA portal managed need to provide a signed service agreement and a copy of the current NDIS participants plan and plan manager details. Confirmation of available funding should also be provided from the plan manager or support coordinator.