1. A $100 refundable deposit is required to secure a date for an evaluation. The deposit will be applied toward the fee due for testing.

2. Periodically The Reading Center increases its fee for services. Following a testing fee increase, clients will be given a 60 day window to schedule a testing date for the cost of the service that was published on the date the deposit was received. If the client chooses to reschedule the testing date, the increased fee will be applied.

3. Deposit refund conditions:
   a. Client cancellation of existing appointment earlier than two weeks before testing date, $75 is refunded.
   b. Client cancellation of existing appointment within two weeks of testing date, $50 is refunded.
   c. Client cancellation of existing appointment within 24 hours of testing, $0 is refunded.
   d. No show on day of existing appointment, $0 is refunded.
   e. Student must complete testing within 180 days of submitting a deposit or deposit is retained by The Reading Center and will not be applied toward any future fee for testing.

4. Client requests for rescheduling an existing appointment will be treated as follows, if a new date is secured:
   a. Earlier than 10 business days before testing date, no additional fee.
   b. Within 5 business days before testing date, a $50 rescheduling fee will be charged.
   c. Within 48 hours of testing date, a $100 rescheduling fee will be charged.
   d. Within 24 hours of testing date, a $150 rescheduling fee will be charged.
   e. Rescheduling fee will be due on the date of the appointment.

5. When refunding payments made with a credit card or through Pay Pal, any refund will be subject to a 3% credit card processing fee.

Modified 2/3/2022