

Ward Advocacy, LLC

Service Policies



All Services

- a. If any employee of Ward Advocacy, LLC cancels any service(s) provided for a Payee/Partner, a reschedule date and/or invoice cancellation/modification will be sent to Payee/Partner prior to the start of services.
- b. Ward Advocacy, LLC reserves the right to cancel services for any Payee/Partner. However, in most cases notification and/or reason for service termination will be sent to all appropriate persons.
- c. Some service costs cannot be calculated immediately and require a consultation.
- d. Payees subject to 10% late fee once an invoice/bill is over 28 days overdue in addition to suspended services.

Tutoring Services

- e. Services must be cancelled by payee/partner at a minimum of two (2) hours prior to the start of services for any scheduled time. If it is not canceled or there is a NO SHOW the Payee/Partner is subject to 25% of total cost of service/session as cancellation fee to cover mileage and prep time. First incident is waived. Fee is assessed on second occurrence
- f. Ward Advocacy, LLC has the right to reduce or increase the cost of services at any time. However, Payee/Partner is not responsible for an increase in cost without 1 week (7 days) notification by Ward Advocacy, LLC.