



## **Fee Schedule**

***All anticipated services will be outlined and confirmed in the form of a service contract . In order for services to begin, the contract must be signed/dated by both parties and the retainer fee paid to Kristen Heyniger.***

1. **A retainer fee of \$200.00** will commence with the signing of the services contract. The retained fee should be paid via check, made out to **My Education Advocate**. The check should be sent to Kristen Heyniger- P.O. Box 11701 , Burke, VA 22009.
2. Direct attendance at school-system meetings (virtual or in-person) , home visits or pre-meetings with clients - **rate is \$150.00 per hour.** This includes pre/post meeting notes completed by Kristen Heyniger and sent to the client(s) .
3. Observation of student in school, student interviews or any other personal, direct representation done by Kristen Heyniger on behalf of the client -**rate is \$150.00 per hour.**
4. Educational record reviews - **rate is \$75.00 per hour.**
5. There is no charge for phone calls up to 15 minutes in length (after initial consultation). Phone calls that are longer than 15 minutes, **rate is \$30.00 per hour.**
6. Mileage to/from meetings **rate is .50 cents per mile.** In usual circumstances, mileage will begin from Fairfax, VA.

### **When payments are due:**

1. Invoices will be sent to clients at the end of each month. Payment is due to Kristen Heyniger upon receipt of the monthly invoice. The latest date payment will be accepted by Kristen Heyniger without assigning late fees is the 15<sup>th</sup> of the following month the client receives the billing invoice.
2. Outstanding balances delinquent for more than 1 month from the invoice statement date ***will be subject to a late fee of \$10.00 for the first month, with the late fee increasing by \$5.00 each subsequent month payment has not been received.***

Personal Checks Only

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