Spectrum Creative Arts LLC

Third-Party Reimbursement Policies

The following document outlines Spectrum Creative Arts' policies for clients seeking third-party reimbursement for services.

Definition of Third-Party Reimbursement

Spectrum Creative Arts defines third-party reimbursement as reimbursement for services rendered to a person in which an entity other than the receiver of the services (or their immediate caregiver) is responsible for either full or partial payment.

This commonly includes students accessing state funding, insurance, or grant funding to pay for services rendered.

Responsibility of Payment

The individual enrolled in services will be responsible for any payments or fees incurred that are not covered by third-party reimbursement. This includes any invoices sent prior to third-party reimbursement being secured, late fees incurred by the organization responsible for payment, and/or payments accrued outside of what is covered by the third-party.

Confirming Third-Party Reimbursement

For services to begin under third-party reimbursement, the agency/organization responsible for remitting payment for services must verify compliance with Spectrum policies by providing a signature in the designated field of the Spectrum Services Contract.

Third-Party Reimbursement Contact information

Please list the designated contact for the agency/organization responsible for receiving and paying invoices:

Agency/Organization: _____

Contact Name: _____

Phone: _____   Email: _____

Address: _____

Terms of Agreement

By signing this document, I agree to adhere to the policies listed above. I understand that it is my responsibility to contact Spectrum if there are any changes to the information listed above or I will be responsible for remitting payment in full for all services rendered.

_____   _____
Signature of Student   Date

_____   _____
Signature of Parent/Legal Guardian (if Client under 18 years)   Date

_____   _____
Signature of Instructor   Date