

## **Victim Quick Response Program+** **Counselling Payment Terms and Conditions**

PAYMENTS WILL NOT BE ISSUED FOR SERVICES THAT ARE NOT IN ACCORDANCE WITH THE PAYMENT TERMS AND CONDITIONS.

1. Counselling services must be provided by the counsellor named on the approval letter.
2. Counselling services may only commence after an approval letter has been issued.
3. Counselling services must be completed within 10 months from the date of the initial approval letter, except under special circumstances where the Program provides pre-approval for counselling sessions to extend beyond that period.
4. It is the counsellor's responsibility to apply all eligible HST exemptions in accordance with the Canadian Excise Tax Act.
5. Counsellors must submit a completed counsellor declaration for each client.
6. All counsellors must have a valid Vulnerable Sector Check and liability insurance.
7. The Program will not pay for missed appointments or late cancellations.
8. The Program will not pay for administration or preparation costs.
9. All invoices must be submitted within 12 months from the date of the initial approval letter in order for payment to be issued, except under special circumstances where the Program provides pre-approval to submit at a later date.
10. The Government's payment policy is net 30 days from receipt of the original invoice.

ANY SUBMISSIONS CONTAINING ERRORS OR OMISSIONS WILL BE RETURNED