

Terms and Conditions for Diagnostic Assessments

Booking a Diagnostic assessment:

- Diagnostic assessments can be booked by email or phone (AltrinchamDyslexia@gmail.com Tel: 07946 707012). The assessor will confirm the appointment by email. Both email and phone contact details must be provided to the assessor.
- A £100 deposit will be taken at the time of booking to secure your date and time. This deposit will be deducted from the total amount payable on the day.
- Prior to the assessment, the assessor will request background information from you. A report cannot be completed unless this information is provided.
- It is essential that the assessee has had an eyesight check within the two years prior to assessment. Glasses or coloured overlays must be brought to the assessment if required.
- A diagnostic assessment may be cancelled by the assessee or their parent/carer prior to the appointment with no charge but we kindly request that you give 5 working days notice (failure to do so will result in the non-return of £100 deposit).

Payment terms:

- Payment of £475 (or £375 where a deposit has been left) is due in full before or on the day of an assessment. The assessor will be unable to complete a report where full payment has not been made.
- Payment can be made by BACS or cash. BACS Payments:

Barclays Bank	Account number: 90291900
Sort Code: 20.23.55	Account name: Mrs J L Fletcher

After assessment:

- The report will be completed within 15 working days and will be emailed (password encrypted). This will be written to the required standard and adhere to the guidelines outlined by the SpLD Assessment Standards Committee (SASC).
- If the assessee shows signs of a visual difficulty during assessment, the assessor reserves the right to withhold an assessment report until the extent/impact of any visual difficulties has been determined.
- Minor amendments to the background information may be requested up to 30 days after a report has been received.
- A follow up call or virtual meeting can be arranged with the assessor following the assessment and report to discuss the report and recommendations.



Altrincham Dyslexia Support