

UC San Diego PACE Program Competency Assessment Process Timeline, Payment Schedule, and Cancellation Policy

1. Process Timeline

- 1.1. **Application** - There is a non-refundable \$350 processing fee due with the application, which will be applied towards the total cost of the Competency Assessment. This fee must be received before PACE will take any action on the case. Within two (2) business days of receiving the application and non-refundable \$350 processing fee, PACE will send the participant and referring party (if applicable) detailed instructions about the enrollment process.
 - 1.2. **Enrollment** – As part of the enrollment process PACE will request a \$10,500 initial payment towards the total cost of the Competency Assessment. PACE will also request various types of background information from the participant and referring party (if applicable) to aid in the development of the scope and design of the Competency Assessment.
 - 1.3. **Development of Assessment Program Outline** – Within seven (7) to ten (10) business days of completing enrollment, PACE will review all received background materials at a multidisciplinary case conference to determine the precise elements to be included in the Competency Assessment as well as any additional costs. The final cost of each Competency Assessment will not be determined until this review process occurs. Once the Competency Assessment Program Outline has been developed, PACE will send it to the participant along with an invoice for the remaining balance due for the Competency Assessment. The total cost of each Competency Assessment will vary; however, **most** assessments will cost between \$16,000 and \$19,000.
 - 1.4. **Scheduling** – After the Competency Assessment Program Outline has been developed, PACE will begin the scheduling process. PACE will make its best effort to accommodate the scheduling requests of the participant; however, PACE is limited by the availability of its clinical faculty and staff. PACE will notify the participant once the Competency Assessment schedule has been confirmed.
 - 1.5. **Payment Due Cutoff Date** – 14 days before the Competency Assessment start date, full payment must be received to avoid cancellation of the Competency Assessment. If full payment is not received by this cutoff date, PACE shall notify the participant that the Competency Assessment has been cancelled. Once the Competency Assessment has been cancelled, PACE must receive the remaining balance due plus a rescheduling fee, pursuant to the PACE Competency Assessment Refund and Rescheduling Fee Table (4.0) below, before the participant can be rescheduled.
2. **Cancellation & Refund Policy** – Participant may cancel the Competency Assessment at any time. All cancellations must be made in writing to be eligible for a refund. Refunds will be calculated based on the amount of work performed pursuant to the PACE Competency Assessment Refund and Rescheduling Fee Table (4) below. Extenuating circumstances will be evaluated on a case-by-case basis.
 3. **Rescheduling Policy** – Participant may request to reschedule the Competency Assessment at any time. Participant agrees to pay a rescheduling fee pursuant to the PACE Competency Assessment Refund and Rescheduling Fee Table (4) below. Extenuating circumstances will be evaluated on a case-by-case basis.

4. PACE Competency Assessment Refund and Rescheduling Fee Table

Completed Stages of Competency Assessment Program	Fees paid by Stage	Maximum Refund amount by stage	Rescheduling Fee
1. Applied	\$350	\$0	N/A
2. Enrolled	\$10,500 deposit	\$9,500	N/A
3. Assessment Program Outline Developed	\$10,500 deposit	\$7,500	N/A
4. Assessment Schedule Confirmed			
I. > 14 Days before Assessment Start Date	\$10,500 deposit + additional costs	\$2,500 of deposit + 100% of additional costs	1000
II. < 14 > 1 Days before Assessment Start Date	\$10,500 deposit + additional costs	\$2,500 of deposit + 50% of additional costs	2000
III. < 1 Day before Assessment Start Date	\$10,500 deposit + additional costs	\$2,500 of deposit + 25% of additional costs	3000*

*Minimum Rescheduling Fee. Total Rescheduling Fee for Assessments cancelled less than 1 day before the Assessment Start Date (or “no shows”) to be determined on a case-by-case basis.