


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Refund of Rest Home Fees	SECTION: R
DATE: September 2004	Administrator's Signature: 	POLICY: 2

REFUND OF REST HOME FEES

POLICY:

If the death or discharge of a resident occurs, the portion of unused days paid-in advance, will be refunded to the estate. The family will be asked for direction of the refund. If the fee has not been paid a statement of account will be issued to the family for payment.

PURPOSE:

To provide direction to the finance department concerning the resident refund due.