

## Cancellation Policy

We understand that unanticipated events happen occasionally in everyone's life. In our desire to be effective and fair to all clients, the following policies are honored:

24 hour advance notice is required when cancelling an appointment. This allows the opportunity for someone else to schedule an appointment. If you are unable to give us 24 hours advance notice you will be charged a \$25 cancellation fee. This amount must be paid prior to your next scheduled appointment. You will not be able to book another appointment until the fee has been paid.

### No-shows

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show." They will be charged \$25 for their first "missed" appointment. If a person continually chooses not to show up for appointments, without calling 24 hours in advance, they can be charged for the entire missed appointment. Fees for missed appointments need to be paid before the next appointment can be booked.

### Late Arrivals

If you arrive late, your session may be shortened in order to accommodate others whose appointments follow yours. Depending upon how late you arrive, your therapist will then determine if there is enough time remaining to start a treatment. Regardless of the length of the treatment actually given, you will be responsible for the "full" session. Out of respect and consideration to your therapist and other customers, please plan accordingly and be on time.

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Print Name

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date

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Signature

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Therapist Present