

CANCELLATION POLICY

When you schedule an appointment with me, you are “purchasing” that time. It is yours unless you cancel it PRIOR to 24 hours of your appointment time. The charge for a scheduled appointment not canceled prior to the 24 hours is \$35.00, unless it is an emergency.

“Emergencies” are considered events beyond your control such as snowstorms, car accidents, funerals, hospitalizations or illnesses of the degree which keep you out of work.

This policy applies to an appointment you made but decided to not continue counseling and didn't contact us to cancel, an appointment that you forgot about, an appointment which conflicts with another one you have made or if you choose to do something you deem more important rather than come for counseling. The fee must be paid prior to being seen at your next appointment or at the beginning of your next confirmed appointment.

If you cancel two consecutive appointments, we will need to discuss your treatment goals and whether you are able to commit yourself to counseling at this time. This will be done over the phone.

If at some point you decide to not continue counseling with me, PLEASE call the office and leave a message, especially if you know that you have appointments scheduled.

CLARIFICATION:

It is my intention to provide all my clients with the greatest possible selection of appointment times.

During the time that we have to work together, YOU are my priority. I am always happy to hear from you and will always try to accommodate you within the guidelines of this policy. I hope this statement provides clarification to a system that we are sure will work for everyone.

Signed:

Date:
