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### **Cancellation, No-Show and Late Arrival Policies**

We understand that unanticipated events happen occasionally in everyone's life. Business meetings, project deadlines, flight delays, car problems, snowstorms, and illness are just a few reasons why one might consider canceling an appointment.

In our desire to be effective and fair to all of our clients and out of consideration for our therapists' time, we have adopted the following policies:

- **24 hour advance notice is required when cancelling an appointment. This allows the therapist to adapt and offer the opportunity for someone else to schedule an appointment.**
- **If you are unable to give us 24 hours advance notice you will be charged the full amount of your appointment. This amount must be paid prior to your next scheduled appointment.**

### **No-shows**

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show". Payment in full is required for the "missed" appointment and future service will be denied until payment is made.

### **Arriving late**

Appointment times have been arranged specifically for you. 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.

I have read and agree to the above stated policies regarding cancellation, no-shows and late arrivals. I understand I am responsible for the full amount of the session(s) cancelled without adequate notice, no-shows or late arrivals, to be paid in advance of future sessions. A copy of these policies has been made available to me.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_