



Late Cancellation / No-Show Policy

Session times are reserved exclusively for me, and I understand that if I cancel a session with **less than 24 business hours' notice**, or do not show for my appointment time, I will be charged **\$100 - OR - the Therapist's full hourly Cash-Pay rate for the session. Business days are Monday through Friday, except holidays. Please note that for Monday appointments, an early cancellation would occur the Friday prior. For example, a 3pm Monday appointment must be cancelled by 2:59pm on the prior Friday to prevent a late cancellation charge.** This charge does not apply to those on government health insurance plans.

There is no exceptions to this policy, even in the event of personal illness or emergency. In the event of contagious illness, I understand and agree that I will not come to the office despite the late cancellation policy. **My therapist may be willing to see me via telehealth in this case. Please inquire about this as an option.**

If the card is declined, payment isn't processed, or the charge is disputed - I understand that I will not be allowed to carry a balance and my fee must be paid prior to rescheduling. If unsolved, this matter will be turned over to our financial team and may be subject to being sent to collections.

Signature

Printed Name

Date

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