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### **Cancellation Policy**

Your session is reserved for you and/or your family members. In the event that you will be unable to keep an appointment, please notify my office by phone or email at least 24 hours in advance, so that someone else may utilize this time. I do not maintain the typical policy of full payment for cancellation with less than 24 hours' notice. However, I do charge a cancellation fee.

If you cancel an appointment with less than 24 hours' notice, or fail to show up, regardless of the reason you will be billed a \$50 fee for the missed session.

This is not a punitive charge and is thus not dependent on whether there is a good reason for missing an appointment. I understand that there may be very good reasons for a cancellation, but the fee will nonetheless be due. The cancellation fee is in order to cover costs.

By your signature below, you are indicating that you read and understood this policy. Any questions you have raised have been sufficiently answered.

\_\_\_\_\_

Client Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Counselor Signature

\_\_\_\_\_

Date