



## **CANCELLATION/NO-SHOW POLICY**

It is my intention to provide all of my clients with exceptional care. Part of providing you with such care is having a clearly enforced cancellation/no-show policy.

If you do not show up for a scheduled appointment you will be charged \$75. You are welcome to cancel or reschedule an appointment whenever you need to, but please provide me with at least 24-hours notice so that I might fill your time. If you cancel an appointment with less than 24-hours notice, you will be charged \$75. As a courtesy, each client will be granted one late-cancellation or no-show with no charge. After that one is utilized, the only time I will waive the \$75 fee is in the event of a severe illness or an emergency.

Please note that this policy is meant to protect my time as a provider, not to penalize you financially. If you are wondering why you should pay for services you have not received, please consider that when you make an appointment with me, you are booking time that is no longer available for scheduling. Your session time is reserved/booked for you. I am rarely able to fill a cancelled session unless I know at least 24-hours in advance. If you late-cancel a session or no-show, I will charge you for the lost time.

Please note that your insurance will not cover the cancellation/no-show charge. It will need to be paid directly by you at your next scheduled appointment.

Please sign to indicate that you understand and agree to this policy.

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Signature of Client

Date

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Print Name