



Cancellation/Late/No Show Policy

Sessions: Are typically scheduled weekly or biweekly and occur on the same day and time each week. Your therapist will assess how frequently sessions need to occur and make recommendations. Sessions typically last 50 minutes. Sessions are typically scheduled every hour.

Late: If you are 15 minutes late for your scheduled appointment your session will be cancelled, and you will be charged at late fee of \$50. If you are late to more than 3 appointments your therapist will refer you to another agency or provider and you will no longer be seen by this provider.

No Show: If you have 3 no shows (appointments in which you do not show up to and do not cancel within 24 hours of your appointment) your therapist will refer you to another agency or provider and you will no longer be seen by this provider. If you no show your appointment you will be immediately charged a \$50 no show fee.

Late fees: All late fees (No shows or late) will be billed to you individually, not your insurance.

I understand the importance of being respectful to the time of both other clients and my therapist. I understand the following expectations related to late/no show policy.

Client Printed Name

Date of Birth

Client Signature

Date

Witness

Date