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Untimely Cancellation/ No Show Policy

Untimely Cancellation / No Show Fee

An **untimely cancellation** is when the client/ authorized representative fails to give at least 24-hour notice of cancellation for an appointment. A **no show** is when the client/ authorized representative does not cancel nor attends the appointment. Untimely cancellation / no show will result in a charge of \$100.00. This charge is a separate fee and does not increase or decrease any other assessed fees. This fee is due at or before the client's next appointment.

Multiple Untimely Cancellations / No Shows

Three consecutive untimely cancellations or no show's will result in termination of the therapeutic relationship. The client/ authorized representative will be given appropriate referrals. The untimely cancellation/ no show fees are still assessed for each individual missed appointment.

Client Tardiness

If a client is running late, client / authorized representative can call or email to inform of tardiness. Session time will remain as is and client will receive remaining time of the scheduled session charged at the rate for a full session. If the client's appointment is the last session of the day, and there is no notification of tardiness, the therapist will only stay 20 minutes past appointment time and a **no-show** fee will be charged.

I will waive this fee in the event of serious or contagious illness or emergency.

By signing this form, the client / authorized representative understands and agrees to the terms stated above.

Client's Signature: _____ Date: _____

Client's Printed Name: _____

Financially Responsible Printed Name: _____

Financially Responsible Signature: _____

Financially Responsible Relationship to the Client: _____