



Cancellation Fee Policy

“Chances for Change”

A cancellation fee, in the amount of a full session charge, will be applied to your account for any scheduled appointment that is missed, rescheduled, or not cancelled more than 24 hours prior to your scheduled appointment.

Due to the volume of clients in need of services, each appointment is not only imperative, but valuable, to both you as the client and to the provider in order to maintain the efficiency of the program.

Whilst understanding the value of the appointment time, please be aware that arriving more than fifteen (15) minutes late will result in a missed appointment and therefore you will incur a cancellation fee charge. Both program attendees and Treatment Therapists have an obligation to begin and end appointments on time. Though a fifteen (15) minute leeway is given per attendee, we ask that you arrive five (5) minutes prior to your scheduled appointment to ensure the proper time allotted for signing forms and/or making payment.

It is also imperative that you arrive to your scheduled appointment with all of the necessary tools in hand (i.e. completed homework assignments, workbook, etc.) to complete each week of the Chances for Change Program. In such cases where you do not arrive fully prepared for your appointment, the appointment will be treated as a “no-show,” and you will incur a cancellation fee charge.

I, _____, have been informed and understand to my satisfaction, the above mentioned policy and hereby concur to the terms and conditions of this agreement.

Printed Name

Date

Signature

Date