



# Center for Integrated Well-Being

## CANCELLATION POLICY

If you fail to cancel a scheduled appointment, we cannot use this time for another client and you will be billed for the entire cost of your missed appointment.

A full session fee is charged for missed appointments or cancellations with less than a 24-hour notice unless it is due to illness or an emergency. Unless otherwise discussed, a bill will be mailed directly to all clients who do not show up for, or cancel an appointment.

In order to support client's learning to follow this policy, I have a one time "oops allowance." This allows the client to miss once for reasons other than illness or an emergency. No fee will be assigned for that one time. Further, if I can see you inside of that week, I will not charge you.

Thank you for your consideration regarding this important matter.

I have read the above and understand the CANCELLATION POLICY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian for Minor)