

**No Show/Appointment Cancellation Policy**  
**Please Read Carefully and Save for Future Use**

When I make an agreement to begin working with you, I reserve your appointment times just for you. I do not schedule multiple clients during the hour, so that I will be fully available for you. And because most clients meet with me regularly, I don't often have clients looking for a "one-time appointment" who could fill an unplanned hour.

**Because of this, I ask you to be thoughtful regarding your cancellations and to please give me, a minimum of, 24-hour notice if you need to cancel.**

Cancellations without any notice (no call or email) will be charged at the full visit price \$175.00. **This charge cannot be billed to your insurance.**

I understand that sometimes, things come up which you may not have anticipated. When you call and let me know that you are choosing to do something else, besides come to our appointment, and have not given me 24- hour notice, the charge for that cancellation will be \$87.50. **This charge cannot be billed to your insurance company.**

There is no charge for cancelling due to unavoidable circumstances, such as illness (i.e. cold, flu), hospitalization or otherwise being medically incapacitated, involvement in an emergency, or if any of these happen to a family member in your direct care.

Having a policy such as this one serves to protect our relationship from the frustrations that might otherwise occur from last minute cancellations.

**Please be sure to talk with me about any questions or concerns that you may have about this policy.**