

## Cancellation Policy

Please understand that appointments are made and reserved for each client at a designated time; therefore, only one client is scheduled for that specific time. When an appointment is not cancelled with 24-hour notice, I am unable to reschedule other clients. This often means that a client who is really in need of a therapy appointment cannot be seen. In some cases, it means that the client seeks therapy elsewhere.

**You will be charged \$100 for a late cancellation or no-show appointment unless it is a bonafide emergency on the day of the appointment.** This means a wreck on your way, waking up with fever or serious illness, etc. Issues with childcare are not generally considered an emergency. Thank you for your understanding and consideration.

I understand that it is my responsibility to cancel an appointment with 24-hour notice. If I do not do so, I will remit the \$100 late cancellation fee. APPOINTMENTS CAN ONLY BE CANCELLED BY CALLING (803) 787-3130 AND LEAVING A MESSAGE OR VIA TEXT MESSAGE. APPOINTMENTS CANNOT BE CANCELLED BY EMAIL.

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Signature

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Date

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Printed Name

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Signature

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Date

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Printed Name