

Counseling Associates for Well-Being  
**Cancellation Policy**

Because we reserve your appointment time exclusively for you, we ask that you please give a minimum of 24 hour notice \*\*\* if you need to cancel or change your appointment. This allows your therapist to offer that time to someone else. There will be a full session charge (not your copay) for missed appointments or late cancellations. Please refer to your therapist's fee schedule for the exact fee amount. Please note that insurance does not pay for missed appointments nor do these charges apply to your deductible. Because of this, if your therapist is unable to fill that appointment slot, you will not be reimbursed for your allotted time.

Emergencies will be considered, and in those cases, we ask that you notify us as soon as possible so that we have the opportunity to offer your appointment to someone else.

Check with your therapist about their policy on the best way to contact them to make changes to your appointment time.

Please sign here to indicate that you have read and understand this policy.

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*Customer Signature*

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*Date*