

Uniquely You Denver Counseling, LLC

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CANCELLATION POLICY

Please familiarize yourself with this policy as it will be enforced

If you fail to cancel a scheduled appointment, I am unable to use that time for another client. Therefore, if for any reason you are unable to attend a scheduled appointment, please call to cancel or reschedule the appointment at least 24 hours in advance. To cancel, please call the number listed atop this form.

The full session fee will be charged for missed appointments or late cancellations (less than 24 hours notice) unless it is due to illness or an emergency. You are allowed a maximum of 3 cancellations per year based on illness or emergencies.

In the case of a missed appointment or late cancellation, you may be provided a bill for the outstanding fee (only if requested).

**** PLEASE NOTE: THIS WILL NOT BE COVERED BY INSURANCE**

If the outstanding fee is not paid within 60 days and arrangements for payment have not been agreed upon, I may utilize the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small claims court. If such legal action is necessary, any additional costs will be included in the claim.

In the case of two or more late cancellations or missed appointments, we will need to have a discussion about discontinuation of services. Furthermore, all future appointments will be cancelled and no future appointments will be scheduled if this situation arises.

By signing below, you acknowledge this policy and agree to pay any incurred charges associated with same.

Client Name (please print) _____

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Relationship to Client _____

Therapist Signature _____ Date _____