



Late Cancellation /No Show Policy

\$100 late cancellation/No-show Fee

All appointments must be canceled or rescheduled within 24 hours of your scheduled appointment. Please contact your counselor directly or call our appointment line at (265) 399-4302 to reschedule your appointment. The system will charge you a \$100 fee if you have a no-show or late cancellation within that 48 hour window. Our amazing Counselors are paid only when they provide services, so they are encouraged to give you a notice of them canceling and we ask that you extend the same grace by informing us of any changes to your scheduled appointment. Refunds can not be issued due to this charge being managed by a 3rd party and is an automatic fee. If you have any questions, please speak with your counselor and review the informed consent to get an understanding of fees and charges.

Sharika Pruitt, LPC-S, NCC
Executive Clinical Director

Client Name: _____

Date: _____

Client or Guardian's Signature: _____
