



We Belong Counseling, Corp.

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THERAPY SESSION CANCELLATION AND NO-SHOW POLICY

DESCRIPTION

We Belong Counseling has a Cancellation and No-Show Policy in order to effectively schedule in advance to comply with the needs of all our clients.

When a Therapy Session is not cancelled in time, or a client does not show up; that time cannot be assigned to another patient. This represents a loss for our company, and prevents us from fulfilling effectively with our patients' time demand; hence a No-Show fee is applied.

It is imperative that you cancel your sessions in time to avoid No-Show fees.

We encourage you to help us improve our service and your experience as a client by complying to the Terms and Conditions in this Policy.

TERMS AND CONDITIONS

1. Clients can cancel or reschedule an appointment anytime, as long as they provide a 24 hour-notice.
2. If you cancel an appointment with less than a 24 hour-notice, or fail to show up, you will be charged a **\$55 (fifty-five USD) No-Show Fee** for that appointment.
3. We are aware that sometimes it will be impossible for you to communicate, due to sickness, accidents, and similarly serious emergent situations. These particular cases could be waived and exempted from this fee after they have been revised and accepted by Administration.

***Please, complete and sign this form showing that you agree with the Terms and Conditions above.**

DATE SIGNED (dd/mm/yyyy): _____

CLIENT'S FULL NAME: _____

I understand and agree with the Terms and Conditions explained in the Cancellation and No-Show Policy.

CLIENT'S SIGNATURE: _____