

Mandala Counseling Services' Attendance Agreement and Cancellation Policy

Name: _____

Date of Birth: _____

Your therapist is a private practitioner who makes her living by providing fee-for-service therapy to clients. As such, it is imperative that you call or text your therapist at least **24 hours** in advance if you need to reschedule an appointment. If you are unable to give 24 hours notice please call/text your therapist as soon as possible before the scheduled appointment. Mandala Counseling Services understands that emergencies arise and will grant ONE free no-show/late cancellation per calendar for such circumstances.

****Note: Mandala Counseling Services does not offer appointment reminders****

I understand and agree to the following no show/late cancellation policy:

- *Missing your scheduled appointment without calling ahead is considered a NO SHOW. Cancelling within two hours of your appointment (unless in the case of a true emergency) is considered a NO SHOW.*
- *A NO SHOW will result in a \$100 missed session fee. TWO NO SHOWS may result in termination of services.*
- *Cancelling your session with less than 24 hours notice is considered a LATE CANCELLATION and will result in a \$100 fee to be paid prior to resuming services. Multiple no shows and/or late cancellations may result in losing your allotted time slot or termination of services.*
- *LATE ARRIVALS: Full payment is expected in spite of client late arrival.*

Mandala Counseling Services asks that you respect your therapist's time so that a positive therapeutic relationship can be developed and maintained. If for any reason you are unsatisfied with the services you are receiving from Mandala Counseling Services you are strongly encouraged to discuss these with your therapist so that changes can be made to better accommodate your needs.

By signing below, you are indicating that you understand and agree with this policy.

Responsible Party's Signature

Date

Client:

DOB:

Record#: