

***The Institute for Essential Change (IEC)***

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**24-Hour Cancellation Policy**

Failure to give 24 hour notice of cancellation of an appointment or no-showing an appointment will result in a charge of \$100.00 via the credit card on file. All clients are advised of this when scheduling their first appointment.

This charge cannot be billed to the insurance company. Failure to pay a no show fee will be treated according to our policy on unpaid balances, with the exception of collection accounts.

I, \_\_\_\_\_, have read and understand the 24-hour cancellation policy above.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Therapist Signature: \_\_\_\_\_

Date: \_\_\_\_\_