

## CANCELLATION POLICY

Your relationship with Sierra Counseling and your individual therapist is very important to your success and to ours. To avoid any conflict that may be a barrier to your goals, please understand the following: Our cancellation policy benefits every person by allowing us to maximize our time and provide adequate resources to maintain this practice and cater to our client's needs. We do believe that every person makes a difference. We appreciate your cooperation. If you have any questions concerning our cancellation policy and its enforcement, as always, please don't hesitate to ask.

To avoid a cancellation fee, all appointments must be cancelled at least 24 hours in advance and during normal business hours. Providing adequate notice allows our office to schedule another patient in that time slot. The cancellation fee is equivalent to the regular **FULL SESSION FEE**, and will be charged to your credit card or check information that is on file.

Thank you for your consideration and cooperation regarding this important matter.

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Client Signature (Client's Parent/Guardian if under 18)

Date

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Witness  
Date