



Name of Client: _____

Date of Birth of Client: _____

Appointment Cancellation Policy Agreement

Ranch Hands Rescue is committed to providing all of our clients with exceptional care. When a client cancels without giving enough notice, they prevent another client from being seen.

Please call your Licensed Professional Counselor 24 hours in advance of your scheduled appointment to notify of any changes or cancellations. If prior notification is not given, you will be charged the **full** amount of a session for the missed appointment.

- If sufficient (24 hours prior to the appointment) notification is not given, you will be charged the **full** amount of a session for the missed appointment. For example; if your counselor's session rate is \$140.00 and your copay is \$20.00, you will be charged \$140.00.
- For clients receiving financial aid, chronic cancellations of appointments, even with adequate notice, prevents a client from making progress in their treatment program and ties up funds that could otherwise be used for another client. More than **three** cancellations of scheduled appointment will terminate financial aid that is provided by Ranch Hands Rescue.
- All clients who have chronic cancellations are subject to being removed from the schedule due to the need for consistent attendance to make adequate progress.

Please sign below to consent to these terms.

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

Date