



# INTOWN

COUNSELING & WELLNESS

## Cancellation Policy

In the event that you are unable to keep either a face-to-face appointment or a TeleMental Health appointment, you must notify your therapist at least **24 hours in advance**. If such advance notice is not received, you will be charged **\$75.00** for the session you missed. Please note that insurance companies do not reimburse for missed sessions.

## Inclement Weather & Local Emergency Policy

In the case of inclement weather or a local emergency, please visit our Facebook page for the latest information. If you don't feel comfortable commuting to our office during either inclement weather or a local emergency, a TeleMental Health appointment may be possible. Although, if phone and/or internet services are not available, it can be assumed that your appointment will need to be rescheduled to a later time.

I fully understand and agree to the terms of the Cancellation Policy and the Inclement Weather & Local Emergency Policy.

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Client Name (Please Print)

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Date

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Client Signature