



INTOWN

COUNSELING & WELLNESS

Cancellation Policy

In the event that you are unable to keep your in person or telehealth appointment, you must email your therapist at least **24-hours in advance**. If such advance notice is not received, you will be charged **\$95.00** 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 telehealth 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.

Client Name (Please Print)

Date

Client Signature