

CANCELLATION, NO-SHOW, AND LATE POLICY

CANCELLATIONS: If you are unable to attend a scheduled appointment, please provide at least 24 hours advanced notice. For an appointment that is cancelled within 24 hours, please note that you will be billed \$50 unless the cancellation is due to an illness or emergency. Dr. Morgan retains the right to waive this fee under certain circumstances other than illness or emergency.

NO-SHOWS: For a scheduled appointment that is completely missed (no-shows) you will be billed for the full session fee since Dr. Morgan is unable to use this time for another client.

LATE POLICY: Due to the negative impact on every client when one is late, it is imperative that you arrive on time for your scheduled appointment. It is the policy of this office that more than 5 minutes past the scheduled appointment time is considered late, and a no-show fee will be charged. Dr. Morgan reserves the right to modify this policy, including charging a lesser fee, at her discretion.

_____ Client Signature

_____ Client Name (printed)

_____ Date