

CANCELLATION POLICY

If you need to cancel a session, please call 24 hours before your scheduled appointment. You may call or text 510-658-1966. There is no charge for the cancellation. However, please refer to “Maximum Number of Cancellations” below for additional details. If you do not cancel and have missed your session, you will be charged in full. Advance notice will allow for rescheduling other clients who could benefit from the availability. True emergency situations that cannot be foreseen can be negotiated. Examples would be sudden illnesses or accidents.

These policies apply to the therapist as well. You will be given at least 24 hours notice if your session needs to be rescheduled. If for any reason we miss our scheduled appointment without notifying you, your next session will be free of charge.

MAXIMUM NUMBER OF CANCELLATIONS

To obtain the maximum benefit from Psychotherapy it is important to be consistent in keeping your sessions. Your time is reserved for our work together. In addition to the above Cancellation Policy, I will only allow one cancellation per quarter (every 90 days). If you cancel due to business travel or other commitments, beyond the one cancellation per quarter, you will be responsible for the contracted session fee. Every effort will be made to reschedule any missed appointments without penalty.

My signature below indicates I have read, understand and agree to the above Cancellation Policies and understand any deviation from this policy will result in charges to my account.

Print Name

Signature

Date