

# CROSSROADS

## COUNSELING AND CONSULTATION CANCELLATION POLICY

When you set an appointment with a therapist, that time is reserved just for you. If you are unable to attend your appointment, Crossroads requires clients to provide 24 hour notice. The notice allows Crossroads time to give the appointment to another client. If you fail to provide 24 hour notice or miss a scheduled appointment, you will be responsible for the cost. The cost for a missed appointment is the full rate, as insurance cannot be billed for missed or cancelled appointments.

**I, the undersigned, understand the cancellation policy and agree to give 24 hour notice for any cancellations. \_\_\_\_\_ (initials)**

**I further give authorization to bill my credit card for any appointments that I miss or that I fail to cancel according to this policy. \_\_\_\_\_ (initials)**

**I also agree that any questions that I have about this policy have been fully explained and my signature indicates that I accept this policy. \_\_\_\_\_ (initials)**

**Credit Card to be Used For This Purpose:**

Type: \_\_\_\_\_ (ex: Visa, Mastercard)

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date