



Progression Counseling Group

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Cancellation Policy

If you are unable to attend an appointment, it is requested that you provide at least 48 hours advanced notice to the office. Please understand we have held this time for you and the clinician does not get paid, if you do not show up. Additionally, attendance is a part of treatment compliance.

For cancellations made with less than 48 hour notice (unless due to illness or an emergency) or a scheduled appointment that is completely missed, you will be billed directly and the credit card on file will be charged a fee of **\$75**.

If you are more than 15 minutes late, your appointment will be considered missed. If there are 2 consecutive no shows or 3 total no shows, we reserve the right to cancel your services and refer you to another provider.

In the event that the local public schools are cancelled due to inclement weather and you are scheduled for an in office appointment, the office will be closed as well. We will call you to confirm cancellation of face to face appointment and a teletherapy appointment will be available at the same time.

We appreciate your help in keeping the office schedule running timely and efficiently.

Client Signature (Client's Parent/Guardian if under 18) Date

Print Name