



*Family Advocacy and Mental Wellness*

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## Cancellation Policy

If you are unable to attend your scheduled appointment, we request that you provide at least 48 hours advanced notice to our office.

For cancellations made with less than 48 hour notice, or a scheduled appointment completely being missed, we are unable to use that time for another client. Therefore, you will be billed directly for a Cancellation Fee of \$35.00.

In the event that cancellations occur three (3) or more times, Choices Counseling Center, LLC is happy to refer you to another facility that may be more accommodating to your needs.

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

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Client Signature (Parent/Guardian if under 18)

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Date