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**No-Show/Cancellation Policy**

Victorious Counseling Services requires 12 hour notice for cancellation of an appointment.

A "no-show" is the failure to attend a scheduled appointment within 15 minutes of the start time.

A cancellation fee of $50 will be charged for anyone that cancels an appointment with less than 12 hours’ notice.

A client may be terminated after 2 no-show or 3 consecutive cancellations. Repeated cancellations throughout the course of treatment may also result in termination. This is determined on a case-by-case basis.

All missed appointments will be documented on a progress note with the reason, if known, and attempts made by the clinician to reschedule. Notes will be filed in the client's chart.

If a client “no-show” an appointment, they will be expected to pay the full amount of their visit. The fee will be their regular insurance co-pay, or the payment amount agreed upon intake, which is $150.

I have read and understand the conditions under which I may be held financially responsible for my treatment. I agree to pay any fees that are the result of missed appointments.

\*If you exercise your choice to be seen for an in-person session and you no-show your in-person session, you will lose the option to meet in-person moving forward\*

Client Printed Name

Client/Parent/Guardian Signature Date

Created 9/24/2022