

# CANCELLATION NOTICE

HALO Educational Systems has **24-hour** cancellation/rescheduling policy.

If an appointment is missed, canceled or changed with less than 24 hours' notice, there will be a **\$75** charge. HALO Educational Systems realizes that there are many things that come up in people's day to day lives.

While truly sympathetic, HALO Educational Systems cannot absorb the financial responsibility of any last minute cancellations. HALO Educational Systems does not double book appointment times but rather reserves specific times for each patient affording individual care. In fairness to all clients, this policy is in effect regardless of the reason for the cancellation. By signing below, you acknowledge that you have read and understand the Cancellation Policy

(You should note that insurance companies do not typically reimburse for missed appointments.)

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Signature of Client / Parent

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Date

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Counselor Signature

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Date