



Cancellation Policy

In order for your child to achieve the desired results, it is essential that he/she receives treatment consistently. While unforeseen events occur that require cancellation of a treatment session, rescheduling of a missed session is strongly encouraged. This is to avoid regression and the loss of skills learned—skills that need to be re-addressed in subsequent treatment sessions. Please be aware of Aspire Speech Therapy's cancellation policy:

- *Known cancellations should be made as early as possible, at least 24 hours in advance, by telling your clinician in person or calling the office (775) 451-7220.*
- *If, on the day of your child's session, unforeseen events occur, cancellations should be made by 10:00am.*
- *If you do not contact the office at least 1 hour prior to your scheduled session to inform us of a cancellation, you will be charged a \$40 cancellation fee.*
- *In the event of repeated cancellations, you will be provided with a verbal warning. Our goal is attending a minimum of 80% of appointments in order to achieve progress.*
- *If this continues, Aspire Speech Therapy reserves the right to rework your child's schedule to better accommodate all parties. At times, removal from the schedule may be the only available option.*
- *If you are experiencing difficulties keeping your appointments, please discuss this with us—we are committed to working with you to determine the best possible schedule for all parties.*

Please provide your credit card details and sign below. By doing so, you authorize Aspire Speech Therapy to charge your credit card any outstanding cancellation fees.

Name on Credit Card: _____

Type of Credit Card (e.g., Master, Visa): _____

Credit Card Number: _____ CVC _____

Expiration Date: _____ Zip Code _____

Signature of Parent/Guardian

Date