



## Cancellation & Financial Policy

I understand that a scheduled appointment time is reserved specifically for me, and that it is part of my agreement to give 24 hours notice of cancellation or reschedule. I understand that cancelled/rescheduled sessions are not covered by my insurance or EAP (if applicable). Therefore, if I cancel/reschedule and it is less than 24 hours from the time of session, I will be responsible for the full cost of the session ( \$90 ). The *only* exception is if the missed session is due to a critical emergency or other circumstances that are discussed with my therapist beforehand.

I understand that payment is due at the time of service. If I have an unpaid balance and have not made arrangements with my therapist, my outstanding balance will accrue late fees of \$5 per day until the balance is paid off or until arrangements have been made. Services will not be provided by Odyssey Counseling until outstanding balances have been paid in full.

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Client Signature

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Date

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Therapist Signature

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Date