



VIRGINIA COUNSELING ASSOCIATES

NO-SHOW / LATE APPOINTMENT CANCELLATION POLICY

We understand that unanticipated events happen to the best of us. To be fair to all clients and staff, we honor the following no-show/late appointment cancellation policy:

- Life happens. Virginia Counseling Associates clients get one free appointment cancellation without providing at least 48-hour advance notice.

After your first cancellation with less than 48-hours notice:

- You must provide at least 48-hours advance notice in order to cancel an appointment without paying for your missed session.
- If you do not provide at least 48-hours advance notice prior to missing your appointment, we will bill you for a \$40 missed appointment fee.

Note for clients who use insurance to help cover the cost of our services:

Since managed care companies do not pay for missed appointments, we will bill you directly for any missed appointment fees.

The only time we will waive this fee is in the event of serious or contagious illness or emergency.

By signing below, you indicate that you understand our no-show and late appointment policy:

Client Signature (Client's Parent/Guardian if under 18)

Today's Date