



CANCELLATION POLICY

At L.A. Counseling Services, we strive to treat all of our clients with care and respect. Part of that involves honoring your busy lives. In an effort to accommodate schedules and offer flexibility, we try to provide as many scheduling options as possible. All clients need to attend scheduled appointments. We also ask for on-time arrival. We fully understand that extenuating circumstances arise. Illnesses and emergencies occur, and we'll always do whatever we can to accommodate those situations. However, we require 24-hour notice of all cancellations. If you'll be unable to attend your appointment, please contact your counselor as soon as possible.

Since we're unable to utilize a time slot for another client, any no-show appointments will still be billed for the cost of the scheduled appointment. For cancellations made less than 24 hours in advance (unless due to illness or an emergency) or for a scheduled appointment that is completely missed, the credit card provided below will be charged for the full session fee.

By signing below and providing your credit card information, you acknowledge our cancellation policy and commit to attending all scheduled appointments, whenever possible.

Name (As It Appears on Credit Card)

Credit Card Number

____/____ ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover
Expiration Date

____ _____
CSV Billing Zip

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

Date

We appreciate your help in keeping the office schedule running timely and efficiently!