

**Missed Appointments, No Shows, Cancellation or Change Policy**  
**48 Hour Notice Required**

If an appointment is missed, not canceled or not changed at least 48 hours in advance, 150 euros is charged. This fee will not be paid by your insurance and must be paid in 5 days.

1—I understand there are times when you may need to miss, change or cancel an appointment. But, when you do not inform me with a 48 hour notice, you may be preventing another client from getting treatment. Without a 48 hour notice, there is not enough time to reschedule another client into that time slot. So the time slot is not filled and another client misses out from getting the help they need.

2---As a self employed person, I only get paid when I have a session with a client. If a time slot is not filled due to a missed appointment or a last minute cancellation or change, I miss out on income that I had planned on. I ask all clients be respectful of my time and my need to make a living.

3—A 48 hour notice is required regardless of the reason to cancel, change or miss a session (forgetting, sleeping in, last minute meeting at work, sick child at home etc, are not exceptions). Clients need to determine if this is a good season to pursue counseling and have backup plans in place (ie: babysitters, sessions scheduled at a time when work responsibilities will not interfere, etc).

4—This policy pertains to all my clients. Often clients think that they are entitled to an exception and they do not need to abide by this policy. To be fair, I need to treat all clients equally and no individual exceptions can be made. This policy pertains to all my clients equally regardless of their personal circumstances and situation.

5---The 150 euro fee is not reimbursed by insurance and needs to be paid in 5 days, if not, your bill will be forwarded to a debt collection agency and you will be charged an additional 200 euros.

I understand that if I miss an appointment or do not give a 48 hour notice to change or cancel a session, I will be charged a 150 euro fee, and if not paid in 5 days, I will be charged 200 euros for debt collection costs.

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Client Name-Printed

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Date

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Client Name- Signature

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Date

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Client Name-Printed

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Date

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Client Name- Signature

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Date