



essexcounselingcenter  
LLC

### Appointment & Cancellation Policy

All office visits are by appointment and must be scheduled via phone. Please arrive on time, as you use up your session time when you arrive late for an appointment. The usual length of an appointment is 45 minutes.

**All cancellations must be made with 24 hour notice prior to the appointment.** There is a \$60 charge for no-show (or failed) or late cancel appointments. Please note, insurance companies will not pay for no-show charges or late cancellation charges, so you will be financially responsible for the charge of \$60 fee. In the case of illness, please call to cancel no later than 9:00am on the day of the appointment. Please leave a message if you get the voice mail.

By signing this form, you agree to the above policy regarding appointments/cancellations.

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Print Name of Client

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Signature of Client

Date

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Signature of Parent/Guardian

Date