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The following are the terms and explanation of my cancellation policy. Signing below is an acknowledgment that you understand and agree to abide by these terms.

**48 hours cancellation needed regardless of reason for cancelling**

or there will be a charge (even if it is 47 ½ hours etc. This includes in cases of illness or even emergencies.

This includes the situation in which I have asked for a schedule change and it has caused confusion. I leave a lot of flexibility for you to request schedule changes and I do my best to accommodate changes too. And always let me know if my request to shift doesn't work for you. When we agree on a change make sure to enter the new time in your calendar as I know it can get confusing. If I should ever miss our appointment or have to cancel without 48 hours notice, you will get a credit to miss without paying.

If it is less than 48 hours, you can feel free to check in with me as to whether we can switch our meeting to a different time in the week and I will always make the effort if this is possible. If it is possible, I can forego the cancellation fee, but I won't always have another time available in the same week.

**The only rate reductions (cancelled or attended sessions) will be in cases of financial limitation/hardship.**

*I am committed to making my support available to my clients and not letting finances get in the way. To be able to do this, I have to hold a tight line with all who can afford it. If at any point you find yourself in the situation where your financial limitation would prohibit your continuation of our work, please talk to me so we can figure out what will work to allow your continued support.*

I understand it is hard to have to pay for a session that you didn't get to attend. It is hard for me to ask for payment. But I have to be covered for my hours and when a cancellation is with short notice I can't usually fill it with someone else. I generally have people on a waiting list for a session so I am hoping the encouragement of earlier cancellations will allow more people to have the support they need. Finally I would like to request that when you miss or cancel with less than 48 hours, that you confirm your obligation to pay rather than my having to ask for it.

I understand and agree to the above terms:

Sign: \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_