



## Cancellation/Late Arrival Policy

The PAIR Center for Couples Counseling, PLLC requires a 24-hour advance cancellation notice prior to your scheduled appointment time. **If the appointment is missed without 24 hours notice, you will be charged \$50 even if you did not receive a courtesy reminder call, text, or email.** This charge is not covered by insurance and cannot be reimbursed. Payment for no show charges must be made before the missed appointment can be rescheduled. Three consecutive no shows will result in your counseling services being terminated and you being referred to another provider for continuity of care. We ask that you make every effort to communicate if you will be late for your scheduled appointment. **Any tardiness exceeding 15 minutes will result in your session being rescheduled.** By signing below, you acknowledge and agree to the terms above.

Client / Parent/ Guardian Signature: \_\_\_\_\_

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

## Credit Card Authorization

I authorize The PAIR Center for Couples Counseling, PLLC to charge my credit card for any services rendered as agreed to. I also authorize The PAIR Center for Couples Counseling, PLLC to charge my credit card in the amount of \$50 in the event that I fail to show for a scheduled appointment or do not give at least 24 hour notice of my inability to attend my scheduled appointment. I acknowledge that I am aware there is an additional \$25 fee for any declined credit card charge.

Credit Card Type: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing zip code: \_\_\_\_\_ 3 digit Security Code: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*This form will be securely stored in your clinical file and may be updated upon request at any time. Please note, your credit card **will not be charged** unless the following conditions apply: no-show for scheduled appointment, cancellation less than 24 hours in advance, declined credit card charge, no alternate form of payment provided.*