



Late Cancellation and No-Show Policy
Effective October 01, 2017

Please be aware that in order to offer all our clients access and flexibility in scheduling, Plumeria requires **at least 24 -hours notice**

prior to cancellation **or** change of appointment date/time. If you fail to provide adequate notice or fail to show up for an appointment, you will incur a

\$50.00 No -Show/Late Cancel fee
that will be charged to card on file.

This \$50.00 fee applies regardless of client's co -pay, regular payment, or pro -bono status. Insurance companies reimburse on the basis of services rendered, not scheduled. If you are unable to be seen at your appointment time, adequate notice enables us to be able to offer that slot to someone else.

Monday appointment cancellations require Friday notification.

Plumeria Counseling Center

Signature _____

Date _____