**Tompkins & Associates**

Licensed Clinical Psychologists 

# Specializing in the Treatment of Children, Women and Their Families

**Cancellation Policy**

We require 48 hours notice of cancellation for all scheduled appointments. If an appointment is canceled with less than 48 hours notice or if there is a no show for an appointment, clients are responsible for the full session rate of $160. Please note that canceled appointments cannot be billed to insurance and clients will be responsible for all associated fees.

Appointments that are rescheduled with more than 48 hours notice will not be subject to cancellation fees.

If you have extenuating circumstances, please discuss them with your treating provider and/or The Practice owner. Waiver of the Late Cancellation/No Show fee is subject to approval by The Practice owner.

We require that all clients have an active credit card on file. Any fees not paid for more than 60 days will be charged to the credit card on file.

We appreciate your respect for our time and efforts.

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Client/Guardian Signature

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Date