



CANCELLATION POLICY FOR IN-NETWORK SERVICES

In order to confirm any initial appointment, all clients are required to make payment ahead of time. Our cancellation policy states that **pre-payment or deposits for any initial visit are non-refundable** (*no exceptions*). Since you are seeing a therapist using your in-network benefits, you are required to **prepay your co-payment** - which is based on the plan you selected with your healthcare provider.

In addition, our cancellation policy states that we require a **48-business hour notice in advance** to cancel an appointment without any fee's (*weekends are not included*). Our business hours are considered to be **Monday - Thursday from 8:00 AM - 8:00 PM and Friday from 8:00 AM – 7:00 PM. To cancel an appointment on Monday, we need to hear from you no later than 8:00 AM on the previous Thursday.**

If you do not show up for your appointment or give us a 48-business hour notice, you are responsible for a **\$50 cancellation fee.**

The undersigned agrees and authorizes Lotus Counseling Center to charge my credit card for any and all unpaid balances remaining outstanding for more than thirty (30) days as well as any scheduled appointments that have been cancelled, or broken, without a 48-business hour notice.

Please complete the attached Payment Authorization Form.

I have read, understand, and agree with the entire contents of this form:

Printed Name of Client

Date

Signature of Client, Parent or Guardian
(if the patient is under 18 years old)

Date