

## **CANCELLATION POLICY**

In order to provide the most efficient and responsive service to my clients, a 24-hour cancellation policy is currently in effect. This means that notice of the cancellation of appointments must be given 24 hours prior to the appointment time and date. Appointments that are cancelled later than this will be charged at the full hourly rate. In an effort to accommodate your unforeseen circumstances, I offer the opportunity to re-schedule your appointment within the same week if a mutually convenient time can be established. If we are able to re-schedule within the same week, there will be no charge for the missed appointment.

Please note that same day cancelled appointments cannot be billed to insurance as there was no session held. Therefore your out of pocket expenses are not reimbursable.

I thank you for your cooperation and hope that this policy will provide for more immediacy in serving your needs.

Sincerely,

Laura Alper, MSW, LCSW