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Cancellation Policy

(Effective April 1, 2014)

This document is to inform you of our cancellation policy. When you must cancel, please give us a minimum of 24 to 48 hours. A period of 48 hours is preferable, if possible. We are rarely able to fill a cancelled session unless we have at least 24 hours advance notice. If you are unable to provide at least 24 hours notice when you cancel, a \$75 fee will be charged to your account unless we are able to fill with another client. If you are a no call, no show or cancel during your scheduled time, the full fee will be charged for the session. Please review this policy carefully and address any questions you may have with your counselor. If you are using insurance for the sessions, please note that insurance does not cover cancellations, so this will be your responsibility. The only time this fee will be waived will be in the event of serious or contagious illness or emergency.

I, the undersigned, understand the cancellation policy and that the credit card listed below will be charged for appointments cancelled with less than 24 hours notice of the scheduled appointment time.

Credit Card # _____ Expiration (Mo/Yr) _____ CVV _____

Zip Code for Card _____

Client Signature

Date