



KCM Therapy LLC
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CANCELLATION POLICY AND LATE CANCEL FEES

Appointments should be canceled 24 hours ahead to avoid a fee. Our late cancellation fees are \$75 for a 50 min session. If you cancel your appointment after 5pm the evening before, or if you are not available to start your appointment within the first 15 minutes of the scheduled start time, KCM Therapy LLC may charge a late fee to the card you have on file.

KCM Therapy LLC reserves the right to collect a late cancellation fee under a few other scenarios. Clients must be ready to participate in sessions from a safe, sufficiently private, and therapeutically conducive space. For example, clients cannot be driving during a session or under the influence of drugs or alcohol. There cannot be other persons in the room with a client who are not clients of KCM Therapy LLC. If a client attends a session under these conditions and an appropriate therapy environment cannot be established, your clinician may need to end the session and charge the late cancellation fee.

Weekly Appointment Time: In order for therapy to be effective, you must attend appointments to maintain momentum. In addition to asking you to provide at least 24 hours notice when canceling, you also agree that after three (3) consecutive lapses in scheduled attendance (even with appropriate notice), KCM Therapy LLC reserves the right to offer that time to other clients

and thus may remove you from your weekly appointment time (after making attempts to reach you and communicate about the time). In that case, you will have the opportunity to choose a new time that works better for you or to schedule ad-hoc as Karen has openings.

Why Is There A Late Cancellation Fee?

KCM Therapy LLC does not double-book our sessions and thus when you schedule an appointment, you are reserving a specific appointment time with Karen.\. Karen has set aside 50 minutes to work with you, has prepared in advance for the session, and is ready and waiting to work with you at your appointment time. If you do not attend, Karen can not fill the time you reserved. For this reason, nearly every therapy practice has a policy on late cancellation fees.

BY SIGNING BELOW, I AM AGREEING THAT I HAVE READ,
UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS
DOCUMENT.

Name

Date