



## Appointment Cancellation Policy

Our objective is to deliver high-quality care on schedule. We have to put in place an appointment/cancellation procedure to do this.

Due to the high demand for appointments, your prompt cancellation will allow another individual to receive timely care. With the help of this policy, we can make better use of the appointments we have for our customers.

At the time of booking your appointment you will be asked to pay a \_\_\_\_\_ \$100 \_\_\_\_\_ deposit that will be credited towards your treatment/s.

You have a scheduled appointment, procedure, or treatment during this time. Your money will either be reimbursed or shifted to a future appointment if you need to cancel or reschedule your appointment at least 24 hours in advance. The only difference is that you will be charged a \_\_\_\_\_ \$100 \_\_\_\_\_ cancellation fee if you cancel with less than 24 hours' notice.

You will be charged the cancellation fee if you are more than 15 minutes late for your appointment and are therefore considered a no-show.

I accept to be bound by the conditions of the appointment cancellation policy, having read it and fully understanding it. In the event of a missed appointment, I consent to paying the cancellation charge.

\_\_\_\_\_  
Client Name (printed)

\_\_\_\_\_  
Client Name (signature)

*Date:* \_\_\_\_\_