

WORCESTER YOUTH & FAMILY COUNSELING SERVICES, INC.

Cancellation / Missed Appointment Policy

Dear Valued Client:

Due to decreases in funding, increases in client cancellation and demand for our services, Worcester Youth & Family Counseling Services, Inc. has instituted the following mandatory policy.

In the event of a missed or cancelled appointment all clients will incur the following charge which will be payable immediately:

- Missed scheduled appointments - \$25.00
- Cancellation of scheduled appointments - \$25.00

Worcester Youth & Family Counseling Services, Inc. understands that at times circumstances occur making it difficult to keep scheduled appointments therefore, we will waive the fee above if 24 hours notice is given. Your cooperation is appreciated.

I have read and understand Worcester Youth & Family Counseling Services, Inc.'s Cancellation Policy. I also understand that I will automatically be charged in accordance with this policy in the event I miss or cancel a scheduled appointment.

Client Name

Client Signature (parent/guardian if minor)

Date

Witness

Date