

**Dawn M. Roy, LCSW
Therapist**

203-331-7458

**540 Tunxis Hill Road
Fairfield, CT 06825**

Cancellation Policy

Unlike professionals in other medical specialties, I do not have other clients in my waiting room when a session is cancelled. As a result, it is difficult to fill a time slot when an appointment is missed, especially when it is a last minute cancellation. In order to operate in a fashion that is fair and reasonable, the following cancellation policy has been developed for those times that an unexpected event or emergency occurs.

If an appointment is cancelled with less than 24 hour notice, you will always be charged your full fee. This policy holds true regardless of the reason for the cancellation. However, if you need to cancel and we can reschedule your appointment some time in the same week, you may make-up the missed appointment you have already been charged for. In you have a planned vacation, please let me know before we schedule an appointment for that particular date. Of course, if I am not in the office for any reason, you will be notified and there will be no charge.

If you have any questions or concerns about this policy please let me know. Your cooperation in this matter is greatly appreciated.

Client Signature _____

Date _____