

At Nexus-FACTS, we believe regular attendance and involvement in sessions to be an important part of the overall therapy process. Maintaining scheduled therapy appointments directly impacts the successful outcomes therapy can have for clients. Our policy requires that you maintain all scheduled appointments. If in the event that a cancellation must occur, a 24-hour advanced notice is required.

Excessive no-shows or late cancelled appointments affect not only therapy outcomes but also create scheduling problems for the therapist. If you are mandated for services, this may reflect negatively in future court proceedings. Depending on your insurance policy or your method of payment, you may be charged the following fee for any missed appointments or late cancellations:

- \$25.00- Late Cancellation (less than 24-hour notice)
- \$50.00- No show (No notification to therapist)

Following a first late cancellation or no-show, you will be asked to sign an attendance contract reminding you of this policy. Two late cancellations or no-shows may impact our ability to provide ongoing services or may ultimately result in termination of services.

In order to help prevent missed appointments and assist you in maintaining attendance, you will be sent a reminder via email or text message about your scheduled appointment. Please indicate which method you would prefer:

- Text Messages to the following number: _____
- Email to the following address: _____

By signing this agreement, you are agreeing to maintain scheduled appointments and give at least 24-hour notice for any cancelled appointments. We thank you in advance for your cooperation in this matter.

Client Signature

Date

Parent or Guardian Signature

Date