



## WHITE OAK Counseling and Recovery

4695 N M37 Hwy, Suite A, Middleville, MI 49333

phone: 269-205-2402 ♦ fax: 269-205-2728

e-mail: [info@wocounseling-recovery.com](mailto:info@wocounseling-recovery.com) ♦ website: [wocounseling-recovery.com](http://wocounseling-recovery.com)

### **Cancellation Policy**

#### **What if I need to Cancel or Postpone my Appointment?**

**Please call our office at 269-205-2402 to cancel an appointment**

If for some reason you need to cancel or postpone the appointment, please be considerate of your therapist and other clients and give at least 48 hours notice.

*Given the demand for appointment times, if less than 24 hours notice is given to cancel or reschedule your appointment, or if you fail to show up for your scheduled appointment, you will be charged \$50.00 for the missed session.*

**Insurance does not pay for missed appointments. These charges are your responsibility.**

Payment will be due in full before the beginning of your next session. Future appointments will not be made until the Cancellation Fee has been paid in full.

\_\_\_\_\_  
Client Name / Signature

\_\_\_\_\_  
Date