**CANCELLATION POLICY**

Clients are asked to reserve their weekly appointment hour and pay for that time slot. If clients are unable to make their weekly appointment, they need to notify Veronica Winston by text or voicemail within 24 hours of that appointment time to reschedule, or they will be charged a late-cancellation fee of $150. Veronica Winston will make reasonable efforts to accommodate the change in appointment, but may be unable to reschedule. If emergencies arise that prevent you from making your scheduled appointment, Veronica Winston will make every effort to reschedule the session and you will not be charged.

Thank you for your consideration regarding this important manner.

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*Client signature (or client’s parent/guardian who is responsible for payment)*

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*Today’s date*