

Wood Christian Counseling
Brent Kirkley, LPC, LMFT
3800 Paluxy Dr. Ste. 240 Tyler, Texas 75701
903.283.8729 (office) - 888.454.9083 (fax)
www.woodchristiancounseling.com

CANCELLATION POLICY

Any client not providing a 24-hour advance notice of a missed session will be charged a late fee of \$100. This fee is NOT covered by insurance companies. This fee *will not* be waived except in cases of death of a loved one or extreme emergencies. If a subsequent appointment can be rescheduled during the same week of the originally scheduled appointment, the cancellation fee will be waived. However, rescheduling a same week appointment will depend upon the counselor's schedule and availability. Thank you for your cooperation and understanding of this policy.

Please provide your credit card information below. This card will be billed if an originally scheduled appointment is missed or cancelled within less than 24 hours and an additional appointment cannot be made. This information is kept completely secure and confidential.

Name on Card	
Card #	
CVV Number	
Expiration Date	
Billing Zip Code	

I have read the above policy and agree to pay a \$100 dollar fee for any session in which I do not provide 24-hour notice of cancellation.

Date Signed: _____

Printed Name of Client

Signature of Client

Signature of Legal Guardian if Minor

Signature of Brent Kirkley, LPC, LMFT