

Wood Christian Counseling
Nancy Mayer, MA, NCC, LPC-S
3800 Paluxy Dr. Ste. 240 Tyler, Texas 75703
Office: 903-283-8729 * Fax 888-454-9083
www.woodchristiancounseling.com

Cancellation and No Show Policies

Any client not providing a 24-hour advance notice of a cancelled session will be charged the full session fee of \$100.00. 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.

Any client who NO SHOWS for an appointment will be charged the full session fee of \$100.00. 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. Rescheduling will not waive a "no show" fee.

Thank you for your cooperation and understanding of these policies.

Please provide your credit card information below. This card will be billed if an originally scheduled appointment is cancelled within less than 24 hours or if there is an appointment "no show." This information is kept completely secure and confidential.

Name on Card _____

Card Number _____

Expiration Date _____

CVV Number _____

Billing Zip Code _____

I have read the above policies and agree to pay a \$100.00 fee for any session in which I do not provide a 24-hour notice of cancellation or if I “no show” for any appointment.

Date _____

Printed Name of Client _____

Signature of Client _____

Signature of Legal Guardian if Minor _____

Signature of Counselor _____