



**MANN**  
COUNSELING GROUP

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## CANCELLATION POLICY

If you wish to cancel or reschedule your appointment, **ADVANCE NOTIFICATION OF 48 HOURS PRIOR TO YOUR SCHEDULED APPOINTMENT IS REQUIRED.** Late cancellations or changes, as well as missed appointments, will be charged in full to your account. In the event of illness or inclement weather, we can arrange to hold the session via Skype, Facetime, or voice call. If you don't desire to do this, there will be a half-fee charge to the credit card on file.

Please call/email/text no later than the time listed ABOVE in order to avoid the cancellation fee\*:

**\*Cancellation fee: The cancellation fee is equivalent to the price of one of the sessions scheduled:**

45 min = \$130

60 min = \$150

**Charges I submit over the internet have a monthly one time fee of \$5.**

The following credit card will be held on file and will **ONLY** be charged in the event a cancellation fee is due or if the signing credit card holder requests that the credit card is charged for the sake of convenience.

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

**I hereby authorize Mary Ellen Mann/Mann Counseling Group, P.C. to charge my credit card in the event that I owe a cancellation fee.**

Name on Provided Credit Card \_\_\_\_\_

Email Address to Send Credit Card Receipt \_\_\_\_\_

Date signed \_\_\_\_\_

Mary Ellen Mann, MS, LCSW \_\_\_\_\_

Date signed \_\_\_\_\_

