**ROSS COUNSELING LLC**

**CANCELLATION/MISSED APPOINTMENT POLICY**

If you are not able to keep a scheduled appointment, please give us at least twenty four hours’ notice. There will be a $40 fee for a missed or cancelled appointment.

FINANCIAL OBLIGATION Please provide a credit card or Health Savings Account (HSA) card to be used for any and all of the following balances:

 • Co-pay required for each session

• If a deductible is due for each session instead of a co-pay

 • $40 fee for missed or cancelled appointment

• There will be a $35 fee if a check is returned for insufficient funds

 • Balance due will not be covered by the above mentioned charges Credit Card

Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Security Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Zip code of address where the card is registered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like a receipt sent to your cell phone after each charge, please leave your number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I authorize Kizzy Pittrell to charge this card for the fees described above.

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_