

## **Cancellation Policy 2024**

### **Community Care and Counseling of Aiken/ CCCA**

Reminder texts/ calls are a courtesy.

I understand that I am responsible for the appointments I make whether I receive a reminder or not.

CCCA sends reminders two -three days prior to appointments. Please respond the day you receive the reminder letting CCCA know you will attend the session, otherwise CCCA may charge a late cancellation fee of \$35.

Bills for late cancellations or missed appointments will be mailed immediately.

I understand that I will be billed at my home address for any unpaid balance until it is paid in full.

I understand that any unpaid balance may be turned over to a collection agency.

## **Cancellation Policy 2024**

I understand the cancellation policy and accept responsibility for the appointments I make.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager