



Neurofeedback Clinic of Northern Colorado  
4115 Boardwalk Drive, Ste 100  
Fort Collins, CO 80525  
P970-493-4580

### **Appointment Cancellation, Late Arrival, and No Show Policy**

We ask that you provide at least **24-hour** notice if you need to cancel an appointment. Other clients may be able to fill a canceled appointment time. You may be charged for the full session fee if we do not receive 24-hour notice of cancellation. If you do not show up for an appointment and fail to notify your therapist beforehand, you will be responsible for the full session fee at your next scheduled appointment.

It is important that you allow yourself enough time to arrive on time for your appointment. We require all of the time scheduled to provide the best possible services. If you arrive more than **10 minutes late** for your appointment, we will not be able provide services. The appointment will be treated as a late cancellation and you will be responsible for the full session fee.

This applies to **all** self-pay, health insurance and victim compensation clients. Please feel free to inquire about your rate. We recognize there are times when emergencies arise, and we ask your cooperation in notifying us as soon as possible if you have such an emergency.

I have read and understand this policy.

\_\_\_\_\_  
Name of client

\_\_\_\_\_  
Signature of client or guardian of minor child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of guardian

\_\_\_\_\_  
Relationship