



## **CANCELLATION POLICY**

By signing below, I acknowledge that I am responsible for payment of charges by Layla Kassem, PhD and/or Malachite Institute for Behavioral Health, LLC for not showing up to an appointment without at least 24-hour notice of cancellation.

I acknowledge that the amount for which I am responsible in the event of a late canceled or missed appointment is \$100.00 per 60-minute session. I agree to pay this amount within 30 days of my late canceled or missed appointment.

Arriving more than 15 minutes past my appointment time without prior notification may result in a forfeit or rescheduling (in addition to missed appointment fee) and missing three consecutive appointments may prevent scheduling in the future.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date