

Nancy Arnold Payne, MA, LCSW, PLLC

**154 West 70th Street, Suite 10A
New York, NY 10023**

CANCELLATION POLICY

I require 24 hours notice for cancellations, except in serious emergencies. If we cannot find a time to reschedule during the week in this case, I charge a \$50 fee for missed appointments. I will also offer a phone session if rescheduling in person is not possible.

I recommend that my clients not miss than four sessions per year, but there are scenarios in which this cannot be helped (e.g., business travel, unexpected requirements for travel, illness, family members' illnesses). In such a case I will work with you individually to attempt to make up lost session time.

Client Signature

Today's Date _____