



## Cancellation Policy

We understand that at times it may be necessary to cancel an appointment. However, due to the limited number of clients Julie Sparkman, Bill White or Gordon Bals are able to see on a regular basis it is especially important for current clients to be as committed as possible to their time slots. Even though they may often have a waiting list, they do not see any new client unless they are able to fit them into a regular time slot. Because of this, Julie, Bill or Gordon are often unable to fill slots, which are caused by cancellations of current clients because they will not start with a new counselee if they cannot see them on a regular basis. If you choose to begin counseling with them you should enter the process prayerfully realizing the commitment involved in both time and focus. Of course there will be times when sickness, vacations, failed childcare etc. cannot be avoided *otherwise, please pay your standard counseling fee for appointments cancelled without a full 24-hour notice. If this occurs you will receive an invoice from Daymark for your standard fee.* Thanks so much for your consideration. If you have any questions or concerns about this policy, please do not hesitate to discuss them with us.

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Signature of Counselee

\_\_\_\_\_  
Date