



## GIFT Cancellation Policy

GIFT understands that situations arise in which you must cancel your appointment. It is therefore requested that, if you must cancel your appointment, you provide GIFT with ample notice. It is requested you cancel your appointment the business day prior to your appointment. Our business hours are 9AM-5PM, Monday through Friday. With cancellations made less than the business day prior notice, we are unable to offer your time to clients on the waiting list.

Office appointments that are cancelled less than one business day prior will be charged the full appointment fee. You will receive an email to inform you of this charge.

The cancellation policy and fee are the sole responsibility of the client and must be paid in full before the your next appointment.

We understand that special, unavoidable circumstances may cause you to be unable to follow the cancellation policy. Fees in this instance may be waived at the discretion of the practice.

Our practice firmly believes that a good therapeutic relationship is based upon clear communication and mutual understanding. Questions about our cancellation policy can be answered by emailing [office@giftcounselingcenter.com](mailto:office@giftcounselingcenter.com).

### Inactive Status

Clients who do not schedule for more than one month will be identified as inactive. This means no weekly times will be held and the it is the client's responsibility to set up any future appointments.

### Closed Status

Clients who go three months or more between sessions will be considered closed status. In order to re-activate their status, a 90-minute assessment must be completed.

By signing below, I authorize my agreement of the ***GIFT Counseling Center for Wellness, LLC's*** Cancellation Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Email Address (Optional): \_\_\_\_\_

GIFT Counseling Center for Wellness, LLC  
119 Manly Street  
Greenville, SC 29601