



MINDVIEW
PSYCHOLOGY

Cancellation Policy

We understand that life can be hectic and full of ups and downs but please let us know if you cannot attend your appointment. Like your time, our psychologist's time is valuable and they are here to assist you and others so please let us know as soon as possible if you can't make it.

If you need to cancel an appointment, we ask that you provide 24 hours notice. Failure to provide 24 hours notice will result in cancellation charges. Details are as follows:

If you cancel an appointment with less than 24 hours notice, you will be charged a fee of 50% of the total session fee

If you fail to attend an appointment and do not contact us, you will be charged for the full amount.

If you are bulk-billed and fail to cancel with 24 hours notice or fail to attend your appointment we will charge you \$40.00.

Exceptions

In case of illness, cancellation fees will be waived if you are able to provide a Medical Certificate from your doctor.

If circumstances other than illness caused you to miss your appointment, please contact us to discuss the possibility of waiving the fee.

By signing this agreement you agree to the following points:

- I have read or someone has read the conditions above and I fully understand what is expected of me as a client of this clinic.
- I agree to provide Mindview Psychology 24 hours notice if I need to cancel an appointment.
- I agree pay the applicable cancellation charges if I am unable to provide 24 hours notice.
- I give permission for Mindview Psychology to process cancellation fees using the credit card details provided.
- I understand that, after issuing a final notice to pay, Mindview Psychology may forward unpaid cancellation fees on to debt collection.
- I confirm that all details provided are correct.

Name

Credit Card No

Exp Date

M: Y:

Signature

Date

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