



NICOLA COUNSELING SERVICES

LLC

Cancellation Policy and Authorization for Credit Card Use

Your session time is reserved for you. Should you need to cancel, please give us at least 24- hours notice; we are rarely able to fill a cancelled session unless we have at least 24-hours in advance. If you are unable to provide at least 24-hours notice when you cancel, your credit card on file will be charged the full fee for your session. Please note that insurance companies do not reimburse for missed appointments and you will be responsible for the full fee.

Client/Legal Guardian Signature

Date

Printed Name

Please provide the following credit card information, which will be charged **only** in the event that a 24-hour notice is not provided.

Name on card: _____

Credit card type: _____ Visa _____ Mastercard _____ Discover _____ AmEx

Credit card number: _____

Expiration date: _____

Card identification number: _____ (last 3 digits located on the back of the credit card)

Credit card zip code: _____

I authorize Nicola Counseling Services, LLC to charge the amount listed above to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder Signature

Date

Print Name