

**FRAME OF MIND COUNSELING * CATHERINE R. VICKNAIR * 225-663-5495
11847 BRICKSOME AVE., STE B
BATON ROUGE, LA, 70816**

Cancellation/Missed Appointment Policy

If you are unable to attend an appointment, we request that you provide at least 24 hours' notice to our office. Since we are unable to use this time for another client, please note that you will be billed for the entire cost of your scheduled appointment if it is not timely cancelled, unless such cancellation is due to illness or emergency.

For cancellations made with less than 24 hours notice or a scheduled appointment that is completely missed, your credit card will be charged directly for the full session fee.

Client Name (Printed)

Date

Client Signature

Date