



Machiel P. Klerk Counseling

Machiel Klerk M.A. LMFT

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NO SHOW, LATE CANCELLATION AND CO-PAYMENT POLICY

1-I understand that I can be charged a **Late Cancellation** fee of **\$130.00** if I fail to give at least **24 hours notice** prior to canceling my appointment.

2-I understand that I can be charged a **No-Show** fee of **\$130.00** if I fail to show for my appointment.

3-I understand that I am responsible for knowing my co-payment amount and deductible amount.

4- Paying with a credit card or through PayPal or Venmo

By paying with a credit card I understand I will be **charged 3% transaction fee**. By paying with other services such as PayPal, Venmo I will make sure that I pay the full fee, and won't charge the services fees to Machiel P. Klerk Counseling.

5. I understand that I can be charged a **\$25.00 service charge** if I fail to make my *Payment or co-payment* at the time of my appointment.

6-I understand that these charges are an out of pocket expense and that my insurance carrier will not cover these charges.

7-I understand that the therapy session will last 50 minutes (until 10 minutes to the hour or half hour depending on when they begin). I understand that if I am late to the appointment I will have to end at this allotted time.

By signing this I am agreeing to the above stated terms and stipulations regarding the services I receive from Machiel P. Klerk.

Signature of Responsible Party

Date