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## New Jersey Counseling Training & Consultation Group-LLC

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NJCTC-LLC: 280 Bloomfield Ave Verona NJ 07044

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[www.NJCTCGROUPLLC.org](http://www.NJCTCGROUPLLC.org)

### PRINCIPALS:

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### CANCELLATION POLICY

We understand that unanticipated events happen occasionally in everyone's life. In our desire to be effective and fair to all clients, the following policies are honored:

#### 24 Hour Advance Notice

24 hour advance notice is required when cancelling an appointment. This allows the opportunity for someone else to schedule an appointment. ***If you are unable to give us 24 hours advance notice you will be charged the full amount of your appointment.*** This amount must be paid prior to your next scheduled appointment.

#### No-shows

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show". They will be charged for their "missed" appointment.

#### Late Arrivals

If you arrive late, your session may be shortened in order to accommodate others whose appointments follow yours. Depending upon how late you arrive, your therapist will determine if there is enough time remaining to start a therapy session. Regardless of the length of the therapy session actually provided, you will be responsible for the "full" session. Out of respect and consideration to your therapist and other clients, please plan accordingly and be on time.

I have read and understand the Cancellation Policy of the New Jersey Counseling, Training & Consultation Group, LLC (NJCT&C Group, LLC). My signature below acknowledges my compliance and adherence to the above mentioned Cancellation Policy.

Name \_\_\_\_\_ Date \_\_\_\_\_