

**BAY AREA BEHAVIORAL SERVICES**  
**135 North Moon Ave.**  
**Brandon, Fl 33510**

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**CANCELLATION POLICY-THERAPY SERVICES**

The Bay Area Behavioral Services philosophy regarding appointment cancellations is as follows:

1. When an appointment is made between a therapy client and a Bay Area Behavioral Services clinician, it is considered to be a commitment between two parties. The therapeutic relationship is based upon trust, with both parties accepting responsibility for keeping appointments.
2. Bay Area Behavioral Services asks that the client give at least a 24 hour notice prior to the cancellation of a scheduled appointment. This cancellation can be made by calling our office at 813-689-8828 and speaking with a Bay Area Behavioral Services staff, by leaving a cancellation message on the voice mail, or by calling your therapist directly.
3. If a cancellation is not made within 24 hours of the scheduled appointment, or a no-show occurs, the client will be held responsible for a \$25.00 cancellation/no-show fee. The \$25.00 fee must be paid prior to the next scheduled appointment. Emergencies will be reviewed on a case by case basis.
4. If a client has canceled his/her appointment less than 24 hours before the scheduled appointment time and/or has no showed 3 weeks in a row, the client will be discharged from treatment.

Your signature below indicates agreement with the terms stated above.

\_\_\_\_\_  
Client or Guardian Name

\_\_\_\_\_  
Date