

**Malachite Institute for Behavioral Health, LLC
6931 Arlington Road
Suite 530
Bethesda, MD 20814**

CANCELLATION POLICY

We value the time that you have reserved with us for therapy services and, ask that you make every effort to keep scheduled appointments. This will help assure our ability to meet the needs of all clients at Malachite Institute for Behavioral Health, LLC.

By signing below, I acknowledge that I am responsible for payment of charges by Layla Kassem, PhD and/or Malachite Institute for Behavioral Health, LLC for not showing up to an appointment without at least 24-hour notice of cancellation.

I acknowledge that the amount for which I am responsible in the event of a late canceled or missed appointment is \$100.00 per 60-minute session. I agree to pay this amount within 30 days of my late canceled or missed appointment.

If your missed session can be rescheduled during the same week of the appointment, you will not be charged. Appointments missed because of inclement weather or emergency will not be charged.

Arriving more than 15 minutes past my appointment time without prior notification may result in a forfeit or rescheduling (in addition to missed appointment fee) and missing three consecutive appointments may prevent scheduling in the future.

Client Name (Please print)

Parent/Guardian name (if minor)

Client or (Parent/Guradian if minor) Signature

Date