

## **Cancellation Policy**

*Speech, Accent, and Language Training Institute, LLC (SALT Institute, LLC)* is dedicated to providing quality services to our clients. We must stress that consistency of attendance is crucial in order for clients to effectively meet the goals of their treatment plan. In addition, therapy time is specifically reserved for your family and is unavailable for other clients.

We are sensitive to the needs faced by the families of our clients however; it is necessary for us to enforce a cancellation policy. Except in cases of emergency or sudden illness, appointments not cancelled **24** hours in advance will result in a charge as though the appointment was held.

We look forward to a positive relationship with you, as we strive to provide cutting edge, quality treatment and specialized programs. Thank you for your attention to this matter.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCIAL RESPONSIBILITY I hereby agree to accept full responsibility for all fees for services rendered to the patient by the practitioner.

I am also aware of the cancellation policy enclosed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_