

**Leah Figuccio**  
**Policy & Procedures**

**Policies**

**Payment and Cancellation Agreement**

- All services may be paid with cash, check, or credit card at the completion of service if insurance is not accepted. There will be a \$25.00 charge for all returned checks. .
- All appointment cancellations must be completed 24 hours in advance. Failure to cancel within 24 hours will result in a \$50 fee. Repeated cancellations, appointment reschedules, or failure to attend appointments may result in being charged the full price of the session.
- Appointments start on time. If you are late, you may use the remaining time of the appointment, but not beyond that. You will be required to pay for the entire cost of the visit.
- Unpaid balances in excess of 30 days will be subject to service charge of 1.5% per month.
- Leah Figuccio requires clients to provide credit card information to be held on file:
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**Credit Card Information**

<b>Type of Card</b>	
<b>Card Number</b>	
<b>Expiration Date</b>	
<b>Security Code</b>	
<b>Billing Zip Code</b>	

I understand that by working with Leah Figuccio I must comply with the payment and cancellation policies listed above. This not only respects the time and expertise provided by the clinician but will also help me to make progress on goals and plans that I have committed to. By signing this agreement, I am indicating that I understand these policies and agree to adhere to them. I also understand that the recommendations and education provided by the clinician should not be used in place of medical advice.

**Client**

X

**Print Name: Date:**