



ACKNOWLEDGEMENT AND AGREEMENT OF THE MISSED APPOINTMENT /  
LATE CANCELLATION POLICY AT AURORA FAMILY SERVICE

The Family Counseling Clinic at Aurora Family Service encourages all of its clients and families to attend regularly scheduled appointments for their therapeutic benefit and for the efficient operation of the clinic. In the event that you must miss a scheduled counseling appointment, the Family Counseling Clinic requires your to inform the clinic of the cancellation at least **twenty-four (24) hours** before the scheduled appointment time.

The Family Counseling Clinic may discontinue providing treatment services to clients who miss their scheduled appointments without providing the required prior notice.

Clients who miss **two (2)** appointments without providing the required notice will not be rescheduled.

Clients who demonstrate inconsistent attendance and participation in treatment due to frequent cancellations may be discharged from the clinic.

Clients who are discharged from treatment due to violation of this policy will be prohibited from re-admission to the clinic for a minimum period of **three (3)** months.

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MY SIGNATURE BELOW CONSTITUTES MY ACKNOWLEDGE THAT I HAVE  
READ AND HEREBY AGREE TO COMPLY WITH THE ABOVE POLICY.

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Signature of Client / Legal Guardian

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Date

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Signature of Witness

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Date