

## Cancellation Policy

Please read and sign the following document regarding the cancellation policy for the practice.

- Please call 9787 4550 to cancel or reschedule an appointment.
- Cancellations must be made with as much notice as possible.
- If an appointment is cancelled with less than 24 hours notice, a cancellation fee of 50% of the full fee will be applied. The practice is closed from Saturday 12pm to Sunday (inclusive). Cancellations for Monday must be made by 3pm on Friday.
- If a client fails to attend a scheduled appointment (and no notice is given), a cancellation fee of 100% of the full fee will be applied.
- The full fee for the session is the amount of \$190 or as otherwise arranged.
- For Workcover or TAC clients, or for clients who are bulk-billed, the cancellation fee still applies, and will be invoiced to the client personally.
- Cancellation fees do not attract any Medicare or insurance rebates.
- The Cancellation Fee will be mailed to you and expected to be paid at, or before, the next appointment.
- Failure to pay Cancellation Fees will result in suspension of therapy until the fee is paid in full.
- In fairness to all clients, this policy must be applied across the board.
- The client is responsible for rescheduling the cancelled appointment.

I, \_\_\_\_\_ (print full name)  
have read, understood and agree to the policies outlined above,

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date