



**West Vernon Center
Raleigh Psychological Associates
122 West Vernon Ave
Wake Forest, NC 27587**

Jackelin J. Veloz-Jefferson, Ed.S, NCSP, LPA, HSP-P
Telephone- (919) 274-4476

Cancellation Policy

I understand that you occasionally will be unable to be present at your scheduled appointment. When this happens, I ask that you notify the office as soon as possible, so that I may make your appointment time available to another client. Unless it is an emergency, or you or your child become urgently sick, you will need to provide 24 hours cancellation notice, or you will be charged the full fee for your session. Please note that this is a charge the insurance company **will not** pay for. Whenever possible, I do try to reschedule a missed appointment within the week.

I have read and I understand the policy stated above and agree to accept responsibility as described.

Please Print Name

Client Signature

Date