
Appointment Cancellation Agreement

We understand that unplanned circumstances can occur and you may need to cancel an appointment. If that happens, we respectfully ask that you call our office at 614-287-2818, 24 hours in advance to cancel your appointment so that others who also need services can be scheduled.

Cancellations

- *If you cancel an appointment within 24 hours, you may reschedule with our Office Associate at any time.*
- *If you have two consecutive cancellations, you will need to speak with your therapist prior to rescheduling.*

No Call/No Show

- *If you have scheduled an appointment and no call/no show, the missed appointment will count towards the allotted number of counseling sessions.*
- *After your first No Call/No Show a courtesy email will be sent to your **STUDENT EMAIL** reminding you of the cancellation agreement. Our message to you will hold the same privacy as any other messages on your Cougar E-mail service. If you do not know your student email or password, please contact Technical Support @ 614.287.5050 or go to Columbus Hall for assistance.*
- *After two consecutive No Call/No Shows you will need to speak with your therapist about ongoing treatment as well as external mental health or alcohol and other drug treatment services.*

Thank you for your understanding and cooperation of our Cancellation Agreement. This agreement will enable us to better serve the needs of all students.

Student Name (print)

Student Signature

Date

Witness Signature

Date