

## CANCELLATION POLICY

One Step Beyond Counselling  
Wendy Shippam, Registered Psychotherapist (CRPO)

### Appointment Length

Standard counselling sessions are approximately 50 minutes.

### Cancellations

If you need to cancel or reschedule an appointment, please provide at least 24 hours notice.

### Late Cancellation or Missed Appointments

Appointments cancelled with less than 24 hours notice, or missed appointments, may be subject to the full session fee.

### Late Arrival

If a client arrives late, the session will still end at the scheduled time to avoid delaying other appointments.

### Acknowledgement

By signing below, you confirm that you understand and agree to the cancellation policy.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_