

Northland Complete Counseling REQUIRES a card on file for each account. This card on file will be charged at each scheduled appointment for the appropriate fee, whether that is the anticipated amount due for the session or a late cancellation or no show fee.

Northland Complete Counseling will NOT divide payments between two (2) parties. The person coming to therapy or the parent of an adolescent who signed the intake paperwork, is responsible for paying the full amount due. If a second party is supposed to pay a portion of the cost, it is your responsibility to seek reimbursement from the second party.

**Card on File**

Card Number	Name on Card	Cardholder's Signature Authorizing Payments			
Expiration Date	CVV	Billing Street Address and Apt	City	State	Zip

\_\_\_\_\_(Initials) I understand that Northland Complete Counseling requires a card on file in order to receive therapy services at this office.

**Session Fee**

Our fee is \$125 per appointment. Card on file will be charged the anticipated amount due which is the full appointment amount or if you are receiving services covered by insurance may be a copay, deductible, or coinsurance.

As a reminder, below are our late cancellation and no show fees.

**Late Cancel Fees**

If you cancel an appointment with less than 24 hours notice, the first (1st) time we will waive, the second (2nd) time is \$40 and if you late cancel three (3) or more times the fee is \$75 per late cancel. Your card on file will automatically be charged the appropriate fee.

\_\_\_\_\_(Initials) I understand that if I cancel an appointment with less than 24 hours notice, the appropriate late cancellation fee will automatically be charged to the card on file.

**No Show Fees**

For any weekday appointment that is scheduled for 4pm or earlier: If you do not show AND do not cancel an appointment scheduled on weekdays 4pm or earlier, the no show fee is \$75.

\_\_\_\_\_(Initials) I understand that if I do not cancel and do not show for a scheduled appointment on weekdays 4pm or earlier, a no show fee of \$75 will automatically be charged to the card on file.

For any weekday appointment that is scheduled for 5pm or later or any time on the weekend: If you do not show AND do not cancel an appointment scheduled weekdays 5pm or later or any time on the weekend, the no show fee is the full session amount of \$125.

\_\_\_\_\_(Initials) I understand that if I do not cancel and do not show for a scheduled appointment on weekdays 5pm or later or any time on weekends, a no show fee of \$125 will automatically be charged to the card on file.

By signing below you to and authorizing your card on file to be charged the appropriate fee as described above.

Cardholder Signature	Printed Name of Cardholder	Date	Client Name
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