



**LOTUS COUNSELING CENTER, LLC**

Amber Trepagnier, LPC, NCC

1 Galleria Blvd, Ste 1900 #1903

Metairie, LA 70001

504-444-1149

**CANCELLATION/NO SHOW POLICY**

LOTUS COUNSELING CENTER, LLC cancellation policy states that we require a **48 hour in advance** to cancel and/or reschedule an appointment without any fees.

No-shows and late cancellations are very disruptive to the clinician's schedule. If you do not show up for the appointment or give a 48-hour notice, you are responsible for the **NO SHOW/LATE CANCELLATION fee of \$65.00**. Insurance does not pay for these fees; this will be your responsibility to pay this fee.

The undersigned agrees and authorizes LOTUS COUNSELING CENTER, LLC to charge my credit card for any and all unpaid balances remaining outstanding for more than thirty (30) days as well as any scheduled appointments that have been cancelled or broken (without 48-hour notice).

Please complete the attached Credit Card Payment Authorization Form.

**I have read, understand, and agree with the entire contents of this form:**

\_\_\_\_\_  
**Printed Name of Client**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Client, Parent, or Guardian**  
*(if the client is under the age of 18 years old)*

\_\_\_\_\_  
**Date**