SPEECH PATHways
Pathways to Communication Enhancement

www.speechpathways.net

Private Music Therapy Services
Melissa A. Ward, MT-BC

www.augmentingability.com
Helping clients reach their fullest potential

Music Therapy Cancellation Policy

January 2008

Dear Client:

Please note that 24 hours notice for cancellation of services is required. If this notice is not provided, you are subject to a $35 cancellation fee. The therapist will be willing to make exceptions to this policy only in rare, extenuating circumstances. Please keep in mid that careful planning and preparation goes into your child's therapy session. When a session is missed, it leaves an open therapy spot for another child/client who would benefic from music therapy services. In addition, consistency is crucial in the progress of your child's goals.

In the event that attendance becomes a chronic issue (below 85%), you will be required to pay for the entire session fee if you wish to maintain your current treatment time. This policy will only be instituted as a result of a high frequency of last minute cancellations and/or no show appointments. You will be notified in writing if this policy is to be implemented.

Please complete the bottom portion of this letter and return to your therapist who can then provide you with a copy of this signed document for your records. If you have any questions regarding this matter, please bring them to my attention.

Sincerely,

Melissa
Melissa A. Ward, MT-BC
Music Therapist – Board Certified
MWard.MT_BC@yahoo.com

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I _____, understand that there will be a $35 cancellation fee for less than 24-hours notice and/or no show appointments. The fee for missed appointments will be collected prior to (or at) your next scheduled appointment via cash or check.

_____	_____	_____
Child's Name	**Responsible Party's Signature**	**Date**