

Catherine Cassel, LCSW

Payment schedule and fees

My fee is based on a 50-minute session. Payment is expected at each session, unless another payment plan is agreed upon. Payment can be in the form of check, cash, bank transfer or credit card.

Upon agreeing to work together, a specific day and time will be set aside for you according to the frequency we've chosen (e.g. twice a week, weekly, or every other week etc.)

In addition to regular appointments, I may charge the same rate (prorated according to length) for other professional services you need. Other services may include report writing, telephone conversations lasting longer than 10 minutes, attendance at meetings with other professionals you have authorized, and preparation of records or treatment summaries.

If you become involved in legal proceedings that require my participation, you will be expected to pay for my professional time even if I am called to testify by another party.

Cancellations and rescheduling

I require 24 hours notice if you need to cancel or reschedule an appointment.

I will not charge for these sessions as long as I have 24 or more hours advance notice.

I will, however, charge for a missed or rescheduled session with less than 24 hours notice.

Alternate policy for those with frequent interruptions in our schedule (due to work, travel, or other commitments)

If it becomes evident that your other commitments require you to miss a significant percentage of our sessions, I will offer you my second policy arrangement as follows:

Option 1: I will hold your time(s) in my calendar and you will be able to cancel 8 sessions/year. These cancelled sessions follow the 24 hour policy guidelines above. If/when you need to cancel sessions beyond these 8, you will be charged for the time regardless of pre-notification. This allows you to know your time will remain reserved for you, whether you can make it to a session or not.

Option 2: We will transition to scheduling sessions as and when our calendars allow, as far ahead as possible. You will not have a regular scheduled appointment with me under this arrangement.

I understand these policies and agree to adhere to them.

Client name

Date

Client name

Date