



## **CANCELLATION/LATENESS POLICY AND PARKING POLICY**

### **LATE ARRIVALS**

We will do our best to accommodate patients who arrive up to 15 minutes late after their scheduled treatment time. However, you may be asked to wait or your treatment may be cut short in order to treat on-time patients.

Patients more than 15 minutes late will be considered cancelled. Please refer to our cancellation policy.

### **CANCELLATIONS**

If you provide more than 24 hour notice when cancelling your appointment, no cancellation fee will be charged. However, cancelling less than 24 hours before your scheduled appointment or not showing up will result in a cancellation fee of \$35.

### **PARKING**

There is public meter-parking available on the street for all visitors of the ESATM student clinic.

The parking lot located at the entrance of the school is permit parking only. Those who park in the lot without a permit will be booted and fined \$100. ESATM will not be responsible for any parking fees or violations incurred.

By signing below, I acknowledge that I understand and will abide by the Eastern School of Acupuncture and Traditional Medicine's Cancellation and Lateness Policy.

**Signature** \_\_\_\_\_

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