



FAMILY SERVICE ASSOCIATION  
OF GREATER ELGIN AREA  
1140 N. McLean Blvd. Elgin, IL 60123  
847-695-3680

### **Reminder of Cancellation Policy**

If you must cancel an appointment please notify your therapist or the front desk at the earliest possible time, but no later than 24 hours prior to your scheduled appointment. If the appointment is cancelled with less than 24-hour notice, the cancellation charge is \$25.00. You will automatically be charged the cancellation fee if you fail to keep an appointment without notifying the agency(except due to emergency situations). Any cancellation fees must be paid prior to attending your next appointment. If you cancel and/or fail to keep two appointments, services may be terminated.