

Contact Authorization and No-Show/Short-Notice Cancellation Policy

The Center for Embodied Spirituality

If you've contacted us, then there's something in your life that you really want to shift. Our job is to help you do that successfully. Clinical research shows that coaching and counseling become less effective when appointments are inconsistent or longer than three weeks apart, therefore, is in your best interest to schedule your appointments regularly. When scheduling regular appointments with your coach/therapist, you will be billed through an online service called Ivy Pay which secures your credit card information for future sessions. You will receive a text from Ivy Pay from the owner of The Center for Embodied Spirituality. Ongoing appointments are usually billed on Mondays. There is a separate form to complete if you would like schedule regular ongoing payments and pay through Ivypay.

You can also schedule and pay for your appointments yourself via Calendly.com – providers calendly pages are in the format of calendly.com/providers_name. For example. calendly.com/SabrinaSantaClara, calendly.com/RebeccaFinnoff, calendly.com/AndreaFeucht

If you are a client outside the US you will need to schedule your appointments through calendly unless you have a US phone number (IvyPay requires a US number – they are working on this problem but have not resolved it yet).

Calendly provides calendar appointment integration as well as email and text reminders based on the information you provide. There are times when your provider will need to speak to you directly. Please provide authorization for contact.

US Time Zone: ☐ Pacific ☐ Mountain ☐ Central ☐ Eastern ☐ Country & time zone: _____

☐ Cell/Text phone number: _____ ☐ Voice mail phone number if different: _____

☐ Signal: _____ ☐ Whatsapp: _____

☐ Email: _____ Add to email list? ☐ Yes ☐ No If yes, please check below

I am a medical/mental health provider. ☐ Yes ☐ No ☐ I am interested in Psychotherapeutic Touch

☐ I am interested in Internal Family Systems ☐ I am interested in Spirituality, Breathwork and/or Embodied Meditation

Our providers have a limited number of sessions available each week. Excessive cancellations make it hard for providers to be sustainable and prevent others in need from filling those spots. We view work as our vocation and feel incredibly honored to do the work we do. However, our work is also our source of income. If you don't show up for your appointment and we don't charge for it then we don't get paid. Nonpayment of missed appointments would make it impossible for our providers to be financially sustainable which is why we have a 48-hour cancellation policy. If you cancel in less than 48-hours, the full fee of the session will be applicable. Exceptions are made at the providers discretion in cases of illness or emergencies. In such cases, please contact your provider as soon as possible. When exceptions are made your provider will offer you an alternate appointment time at no charge.

This policy is not intended to be punitive, but rather to maintain a successful, sustainable and respectful therapeutic relationship. Also note that our providers will also honor your time. If your provider should need to cancel an appointment for a nonemergency situation in less than 48-hours, you will have no payment due for the following session.

I understand and agree to the terms of the no-show and short-notice cancellation policy of the Center for Embodied Spirituality.

Client

Date



The Center for Embodied Spirituality: A trauma-informed sanctuary for healing and transformation
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