



## Cancellation Policy Acknowledgement

As a credit card number and the cardholder's information are required to secure my current appointment booking(s) or any appointment booking(s) I may make in the future, I have provided this information to Village Health Wellness Spa.

### Cancellation Policy

Scheduled appointments must be cancelled, changed or rescheduled a **minimum of 24 hours in advance** of the appointment time or you will be charged the full service fee(s).

In the event of **same day** appointment scheduling and cancellations or you do not show up for the appointment, you will be charged 50% of the full service fee(s).

Cancellations or changes must be made by phone (in a voice conversation with a Spa Coordinator, or by a phone message); no other form of communication (email, fax, etc.) will protect you from being subject to the cancellation fee(s).

*By signing below, I acknowledge that I have read and understand this Cancellation Policy and agree to allow Village Health Wellness Spa to charge my credit card on file for: the full amount of the missed service(s) if I do not cancel at least a full 24 hours in advance or do not show for any of my current or future appointment booking(s); 50% of the full amount of the missed service(s) if I schedule and cancel or do not show for same day appointments.*

**Cardholder Signature:** \_\_\_\_\_

**Print Cardholder Name:** \_\_\_\_\_

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