



## Official Policies and Procedures

### Payment Policy

Payment is due at the time services are rendered. We accept cash, local checks, VISA, and MasterCard.

### Rates

Current rates are listed on the Services page of the Sadhana website (SadhanaIMT.com). Please Note: If you receive a reduced rate due to special circumstances, your rate is *not transferable* to friends or family members.

### Insurance

We currently do not accept insurance.

### Cancellations

24 hour advance notice is required when canceling an appointment. This allows the opportunity for someone else to schedule an appointment. If you are unable to provide 24 hours advance notice, you will be charged for the full amount of that appointment. This amount must be paid prior to your next scheduled appointment.

### No-shows

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show" and will be charged for that appointment.

### Late Arrivals

If you arrive late, your session may need to be shortened in order to accommodate others whose appointments follow yours. Depending upon how late you arrive, your therapist will then determine if there is enough time remaining to start a treatment. Regardless of the length of the treatment actually given, you will be responsible for cost of the full session. Out of respect and consideration for your therapist, other clients, and especially yourself (you deserve this time!) please plan accordingly and be on time. We suggest you arrive 15 minutes early to your appointment to ensure that you have time to check in.

### Sickness

In this case, sharing is NOT caring! If you are sick or contagious, please reschedule your appointment for another time. For the wellness of all of our clients, we must decline treatment to anyone who arrives to a session sick. Arriving to a session sick will be treated as a no-show (see above).

### Professional Boundaries

Illicit or sexually suggestive remarks or advances made towards any of our therapists will result in immediate termination of the session, and the client will be liable for payment for the appointment in its entirety. Sexual requests will be viewed as solicitation, reported to the proper authorities, and the client will not be rescheduled.