

CANCELLATION POLICY

Missed Appointment or Less Than 24 Hours Cancellation Notice:

Fee: \$175 / hour + HST = \$197.75

All preparation time, any expenses incurred, and full amount of scheduled session (i.e. If the session was scheduled for two (2) hours, charge will be for two (2) hours). If there was travel by the mediator to a satellite location, mileage will be charged to the client at a rate of \$0.50/ kilometre.

If two (2) parties are scheduled to attend for an appointment and one (1) party does not attend or cancels with insufficient notices, the missing/ cancelling party will be responsible for the mediator's full fee and any mileage travelled by the mediator at a rate of \$0.50/ kilometre.

Notice Received More Than 24 Hours Before Scheduled Appointment:

All preparation time, and any expenses incurred

**** NOTE:**

- All outstanding fees must be paid in full prior to rescheduled appointments
- Written agreements will not be distributed until all fees are paid in full
- HST (13%) will be added to all fees

I acknowledge that I have read the cancellation policy or had it read to me, and understand the cancellation policy.

Name (Print)

Signature

Date

Witness (Print)

Signature

Date