



medical & wellness spa SKIN CARE INSTITUTE

Jeff Alexander, M.D. | Medical Director
A LIMITED LIABILITY CORPORATION

CANCELLATION POLICY

At the time of booking, you will be asked to secure your appointment with a major credit card. Your card will not be charged unless the Cancellation Policy is breached. When rescheduling or cancelling an appointment, we ask that you give us advance notice. This allows someone else the opportunity to schedule an appointment in your place. Last-minute cancellations or rescheduled appointments will be charged a service charge (as liquidated damages, not as a penalty) to your credit card on file, or the amount may be deducted from your pre-paid services or gift cards on your account. Booking an appointment is your acceptance of our Cancellation Policy; therefore please be certain you review and agree to the terms below.

- Less than 48 hours notice for Fraxel, Ultherapy or Coolsculpting \$250**
- Less than 24 hours notice for all other treatments \$50**
or full treatment value, whichever is less
- Failure to show without notice for all treatments Full Treatment Value**

These amounts must be paid prior to your next scheduled appointment if we are unable to charge the card on file and/or if you have no pre-paid services or gift cards on your account. If arrival is delayed, we will make every effort to accommodate your full appointment; however, service time may be abbreviated to avoid delays for other guests. Abbreviated treatments are charged full value. If we are not able to perform the treatment in the time left, you will be charged the full treatment value.

Multiple services will be charged independently. For example, if you have a massage and a Botox appointment on the same day you will be charged the cancellation fee for both.

Please sign below to acknowledge you have read the terms above.

Thank you for choosing the Skin Care Institute. We look forward to serving you.

Sincerely,

Dawn Boardman
Director of Operations

Client Signature

Date

Appointments and cancellations may be made by calling us at 918.494.8300.

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