



Cancellation Policy

**The HIT Center has adopted the following Cancellation Policy.
No exceptions will be granted.**

1. If you need to cancel please contact us no later than 24 hours prior to your appointment to avoid being charged the full training fee. All no shows will be charged the full amount for their session.
2. For cancellations that need to be made after hours or on weekends, clients can contact The HIT Center's voice mail system at 859-266-0404. When contacting The HIT Center via voice mail, please leave your name and the date and time of your appointment (s) you wish to cancel. The HIT Center's voice mail system will time and date stamp your message.
3. If you call to cancel an appointment and can reschedule your appointment for a later time that same day, there will be no charge assessed for the cancellation.

Signature: _____

Date: _____

Witness: _____