

Policy Document:

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Hello!

Hope this finds you well. This document entails the details of the administrative process of our therapeutic work together.

Confirming a session:

In order to book a session, please reach out to me via email (misra.isha@gmail.com) or whatsapp (+91 9958589370), preferably a week before when you would like it to be scheduled. Please allow me 24 hours to respond with options of available slots.

The session is confirmed once the payment is completed for the same. You may choose to pay for the sessions for the entire month together or just for the upcoming session. The payment is made in advance.

Canceling a session:

In order to cancel a session, you need to inform me before the 24 hours benchmark to the scheduled session. For instance, if the session is scheduled for 2pm on 3rd January, please inform me of the cancellation before 2pm on 2nd January. Requesting a cancellation indicates no charge for the session.

However, in case the cancellation is requested after 24 hours (for instance, after 2 pm on 2nd January), the full charge of the session would apply as the cancellation fee.

Rescheduling a session:

In certain unavoidable cases if there is a delayed cancellation, you may request for a reschedule of the session within the same week. However, in case a slot is not available for the reschedule or if you are unable to come for the rescheduled session, it would be treated as a canceled session.