



Late or No-Show Policy

Regional Assessment and Resource Centre (RARC) & Mobile Assessment Team (MAT)

Mackintosh-Corry Hall, Room B100 | 68 University Avenue, Kingston, ON K7L 3N6

P: (613) 533-6311 | F: (613) 533-6564 | E: rarc@queensu.ca or rarcmat@queensu.ca

Psychoeducational assessments require a commitment of time and effort from both the psychological team and the student. RARC/MAT Psychologists and associates plan their schedules to provide full and accurate assessment results in a timely manner. If clients are late or do not show to their scheduled appointments, assessments are delayed. If an emergency arises and an appointment needs to be re-scheduled, students are expected to provide 24 hours' notice prior to their scheduled appointment. If the student does not provide 24 hours' notice, a fee of \$200 will be charged. Furthermore, if a student is late 30 minutes or more, a charge of \$50 per 30 minutes will be charged.

Note: Students will be sent a request to pay by e-transfer (from BMO and RARC at Queen's University) before the next scheduled or re-arranged appointment.

I, _____, understand that I must give 24 hours notice prior to my scheduled appointment if
Name of Student (Please Print)

I need to cancel my appointment. I further understand that if I do not provide the required notice, I agree to pay a fee of \$200. I understand that this fee is in addition to the fee agreed upon in the 'RARC MAT Referral Checklist and Financial Contract' agreement. If I am late to my appointment, I agree to pay a late fee of \$50 for every 30 minutes, or more that I am late for my appointment.

Student Signature: _____ Date: _____

Practitioner Signature: _____ Date: _____