

Regional Assessment and Resource Centre (RARC) and Mobile Assessment Team (MAT),
Queen's University, Mackintosh-Corry Hall, Room B100, 68 University Ave., Kingston, ON K7L 3N6
Phone: (613) 533-6311 Fax: (613) 533-6564

RARC/MAT LATE or NO SHOW POLICY

*Psychoeducational assessments require a commitment of time and effort from both the Psychological team and the student. RARC MAT Psychologists and Psychological Associates plan their schedules to provide full and accurate assessment results in a timely manner. If clients fail to show for appointments or are late, assessments are delayed. If an emergency arises and an appointment needs to be re-scheduled, students are expected to provide 24 hours' notice. If the student does not provide 24 hours' notice a fee of \$200 will be charged. Further, if a student is late 30 minutes or more, a charge of \$50/30 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 if I
Name of Student (Please Print)

need to cancel a testing or feedback appointment. I further understand that if I do not provide the required notice, I agree to pay a fee of \$200. I understand this fee is in addition to the fee I agreed to pay in the **“RARC MAT Referral Checklist and Financial Contract”** agreement. I also agree to pay a late fee of \$50.00/30 minutes late or if I am more than 30 minutes late for an Appointment.

Student Signature:_____ Date:_____

Psychologist/Psychological Associate/RARC Staff Name:_____

Signature:_____