

**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 should make cheques payable to Queen's University and submit them to the Disability Services Office before their next scheduled appointment. The Psychologist/Psychological Associate will check with the Disability Services Office personnel before continuing with testing to ensure the fee has been paid.***

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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 Service Fee Information and Financial Contract**” agreement. I also agree to pay a late fee of \$50.00/30 minutes late if I am more than 30 minutes late for an appointment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Psychologist/Psychological Associate Name: \_\_\_\_\_

Psychologist/Psychological Associate Signature: \_\_\_\_\_