

Counselling Services – Missed Appointment

Category: Academics – Faculty, Students, Teaching

Approval: Associate Vice-President, Students

Responsibility: Director, Student Wellness Centre

Date: October 1, 2009

Purpose/Reason for Policy:

As you are likely aware, there is a demand for counselling which sometimes results in students needing to wait for an appointment. It is also true that some students do not give us adequate notice that they will not be keeping their appointment. This results in lost appointment times that could have been used by other students.

Policy Statement:

If you cannot attend your appointment, please call the Counselling Centre (748-1386) AT LEAST 24 HOURS IN ADVANCE to cancel. Voice mail messages can be left at any time of day. Failure to do so will result in a late fee of \$ 25.00 per appointment. If there are clearly extenuating circumstances, please call or come in and ask to speak to the Coordinator.

Contact Officer:

Director, Student Wellness Centre

Date for Next Review:

N/A

Related Policies, Procedures & Guidelines:

N/A

Policies Superseded by This Policy:

N/A