



Counseling Services

Subject: No-Show Fees for Clinical Services

Policy Number: CM017

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Prepared By: ECJ

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PURPOSE

To motivate students to keep appointments and to minimally assist with offsetting costs for psychiatry services.

POLICY

Students who do not show for a counseling, psychiatry, or testing services appointment will be charged a \$25 no-show fee.

PROCEDURE

1. With the exception of extenuating circumstances, one no-show fee for counseling or testing services will be waived each academic year (August 1 – July 31). Upon a second missed appointment (balance of \$50) the student must pay the entirety of the balance before continuation of services. Due to the cost of psychiatry services, the first no-show fee (\$25) must be paid prior to scheduling a new appointment.
2. Students will be offered education regarding the no-show fee policy upon scheduling an intake appointment, at the intake appointment with their therapist, and after their first no-show by way of a private conversation with their therapist. Information regarding the no-show policy is available in Counseling Services' lobby and on our website.
3. Student will be provided with off-campus resources in the event they cannot pay/decline to pay no-show fee.

4. If a couple does not show for an appointment, both individuals will be charged the \$25 no-show fee. If fee is not paid for each individual, the couple may not reschedule for the above services. Each partner may obtain one waiver per year.