



FAULKNER UNIVERSITY

CENTER FOR THERAPY AND RESEARCH

Clinic Attendance Policy

The Faulkner University Center For Therapy and Research is a grant-funded teaching clinic that depends on client attendance to continue to operate. As such, we work to ensure that our students can achieve optimal learning experiences to further their clinical education, as well as provide the highest quality services for each of our clients. Consistent client attendance is of the utmost importance to achieve the best outcomes and continue our clinic operations. Because of this, a strict attendance policy is in place.

- **Dismissal from clinic after 3 no call/3 no shows**
- **Clients will not be seen if 15 minutes or more late for an hour session or 10 minutes or more late for a 30 minute session and it will be counted as a cancellation.**
- **Dismissal from clinic after 6 cancellations (given certain exceptions that must be discussed and agreed upon, i.e., COVID related, severe illness etc. of which we may require a doctor's note)**

If you are going to be absent, you must call the clinic so that the supervisor and clinician can be made aware of the absence. Each session takes a lot of preparation and if you will not be there, it is best to let us know as soon as possible.

Thank you in advance for your cooperation.

Please sign below:

I, _____ for myself or for _____,
have reviewed and understand the above attendance policies within this document provided by the Faulkner University Center for Therapy and Research. I understand that these policies apply to myself as a client or to the client to whom I am a parent or guardian. I understand that it is my responsibility to comply with the above policies and that failure to comply will result in dismissal from the clinic and services rendered.

Signature: _____

Date: _____