

Student Services Appointment Booking Procedure

- **Please note that we require a minimum of 24 hours advance notice for cancellations.**
- **If you miss 3 scheduled appointments or have 3 short notice cancellations (less than 24 hours advance notice) you will be required to meet with a staff member prior to further appointment bookings.**
- **If you are more than 15 minutes late for an appointment, you will be required to rebook your appointment.**

This procedure is in place out of respect for our staff and students. These policies are subject to change without notice.

February 10, 2013