

Nursing Tutoring Cancellation Policy

Purpose

Due to the increased demand and increased cancellations or “no call no show” to nursing tutoring appointments, the following policy was instituted. This policy will allow time for students to fill appointments that have been cancelled and allow tutoring hours to be utilized more efficiently.

Cancellation Policy

Appointment cancellations must be made 24 hours in advance. For Saturday appointments or Monday appointments before noon, cancellations must be made by the preceding Friday at noon.

Students will be allowed one breach in the policy per academic year. For any further violation, a fee will be assessed. Each fee will be \$20. The fee must be paid before any future appointments can be scheduled with the nursing tutor. An outstanding fee will also prevent registering for class and accessing grades.

Upon missing an appointment a student will be emailed a form that should be printed out and taken to the Business Office on the second floor to pay the fee and have the form signed. The signed form must be given to the nursing tutor in order to obtain another appointment.

Mercy College of Northwest Ohio
Division of Nursing
Fee Slip
Nursing Tutoring

Name: _____

Course Number: _____

Date of missed appointment: _____

Check one:

- Failure to cancel 24 hours in advance or by Friday at noon for a Saturday or Monday morning appointment.
- No call no show.

The fee for each missed appointment, after the initial violation, is \$20.00. This fee must be paid prior to the scheduling of any additional nursing tutoring appointments, registering for class, or accessing grades.

You will need to print out this form and take it to Business Office to pay the fee and have the form signed. (The payments can be cash, check, VISA, MasterCard, or Discover) The signed form will be needed to be given to the nursing tutor in order to obtain another appointment.

DO NOT LOSE THIS FORM AFTER PAYMENT IS MADE. STUDENT SERVICES WILL NOT KEEP A LIST. IT IS YOUR RESPONSIBILITY TO MAKE SURE THE FORM IS RETURNED. If the form is lost you will have to re-pay the fee.

Amount Collected: _____

Date: _____

Student Services Staff Signature _____