

Mailing Address:  
P.O. Box 3995  
Atlanta, GA 30302-3995

In Person:  
Urban Life Building  
140 Decatur Street, Suite 1053  
Atlanta, GA 30303

Phone 404-413-6245  
Fax 404-413-6130



### Cancellation Policy

Appointments for evaluations at the Regents Center for Learning Disorders (RCLD) are limited each semester, and we spend much time preparing for your evaluation. Many RCLD personnel are involved in the process of scheduling, assigning clinicians, studying your packet of information, and preparing for your individualized assessment. Therefore, if you cancel your appointment with **less than five business days' notice**, we will not be able to fill your slot with someone else who is waiting for an appointment.

If you decide not to proceed with an evaluation in its entirety, and do not provide five business days' notice, **your deposit is nonrefundable**. However, if you have failed to give proper notice, and you would like to reschedule an appointment, you will need to pay a **\$75 no show fee**. Please be advised that this may delay your evaluation.

Students are encouraged not to cancel appointments for any reason, except illness or emergency. We allow students to reschedule **one time only** in the event of an emergency or unavoidable last minute conflict (i.e., death in the family, appearance in court, significant illness). Oversleeping, forgetting the appointment, group meetings, studying, etc., do not count as emergencies. Therefore, absences due to those types of reasons will result in the forfeit of your deposit.

### Cancellation of Evaluation/Refund Requests

- A full refund (minus the \$15 processing fee) will be issued if written cancellation/refund request is made prior to five working days before the first appointment date.

### Less than five business days/No-show/Appointment Rescheduling Requests

- A \$75 no-show fee will be charged to any client who does not give proper notice or has failed to show for an appointment, yet wants to reschedule. The fee is payable prior to rescheduling.

By signing below, you understand and accept the terms and conditions set forth herein. These terms and conditions govern the relationship between You ("Client") and the Regents Center for Learning Disorders ("RCLD"). By submitting your packet and deposit, you agree to be bound by these terms and conditions, which outline our cancellation policy.

A handwritten signature in black ink that reads "Fontina Rashid, Ph.D.".

Fontina Rashid, Ph.D., Director

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Client Signature or Parent/Guardian Signature if under 18