

## EDWARD D. MYSAK CLINIC FOR COMMUNICATION DISORDERS

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TEACHERS COLLEGE, COLUMBIA UNIVERSITY  
BOX 191 / 525 WEST 120<sup>TH</sup> STREET / 101 MACY HALL  
NEW YORK, NEW YORK 10027  
TEL: (212) 678-3409

### ATTENDANCE POLICY

Due to the increasing demand for services and its responsibility to train graduate students, the Edward D. Mysak Clinic for Communication Disorders must uphold an attendance policy.

**Please read and initial each statement:**

\_\_\_\_\_ If a client's absences exceed 3 and are unrelated to extraordinary circumstances or religious holidays, the client's attendance record will be reviewed by the Clinic Director and clinical staff to determine if services should be terminated.

\_\_\_\_\_ If a client arrives more than 15 minutes late for a scheduled session, the session will not be conducted and will be counted as an absence.

\_\_\_\_\_ Every effort will be made to make up any session missed or canceled by our clinicians. It is unlikely that sessions canceled by the client will be able to be rescheduled.

\_\_\_\_\_ Clients cannot be reimbursed for missed or canceled sessions because fees are charged by semester not per session.

**Client Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_