



THE UNIVERSITY OF  
NEW MEXICO

Student Health & Counseling (SHAC)  
MSC06 3870  
1 University of New Mexico  
Albuquerque NM 87131-0001  
(505) 277-3136 Fax: (505) 277-2020

# Petition for No Show / Late Cancel Fee

Student Health & Counseling (SHAC) receives funding from the Student Fee Review Board, which expects that student fees will be used responsibly. When a student fails to keep an appointment or cancels at the last minute, professional time goes unused and other UNM students fail to get timely service.

If we have made an error in scheduling you or you believe you deserve special consideration for a “no show” or “late cancellation” fee, please complete the following information and give it to a staff member at the SHAC Reception Area. The decision will be emailed to you.

You may also submit this form online at <http://shac.unm.edu/resources/shac-forms/no-show-petition.html> or mail this form to the address above (Attn: Reception Area).

Name:		Banner ID:	Birth date: / /	Current date: / /
Email Address:	Phone Number:	Date & Time Appointment was missed or late-cancelled:	Name of Provider you were to see:	
Describe SHAC error or reason for special consideration. Use the back of the form if necessary:				

**Final Decision:**

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

We have reviewed your petition for waiving a “no show / late cancellation” fee that was charged to you.

SHAC will waive the “no show / late cancellation” fee. You will receive a credit for this on your account.

SHAC will not waive the “no show / late cancellation” fee.

**Request for More Information:**

We need the following information in order to review this request further. Please mail or bring this information to the SHAC Reception Area so a final decision can be made. Thank you.

For Office Use Only Ticket#: \_\_\_\_\_ Credit amt: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_