

NO-SHOW DISPUTE FORM

Appointments must be cancelled at least two hours prior to your scheduled appointment time. Failure to do so results in a fee charged to your student account. If you believe this fee was charged to you in error or have a valid reason why you weren't able to make it to your appointment, please complete this form and upload it to your MyMcKinley portal.

Name: _____ **UIN:** _____

Phone # _____ **Date of Birth:** _____

University Email Address: _____

Date of Appointment: _____

Time of Appointment: _____

Please state the reason you were not able to keep your appointment:

INSTRUCTIONS TO UPLOAD FORM TO PORTAL

1. Log into the MyMcKinley Portal
2. Click on the Upload icon
3. Select "No Show Dispute Form" from dropdown box
4. Select "File" to browse
5. Select your document
6. Click Upload

Your dispute will be reviewed and you will receive a secure message regarding our decision in 7 to 10 days. If approved, your Student Account will be credited at that time.