



Counselling Contract

Counselling Approach

I work from a person centred approach, which means that I believe my clients have the desire and the capacity to grow towards fulfilling their true potential, and that they are the experts on their own lives. As such, I will not give you advice or offer solutions, but will work with you to help you understand yourself more fully and to find your own ideas and answers. I will also help you develop skills and strategies to help you make positive changes. With greater self-awareness and trust in yourself, I hope that you will be able to make constructive changes, leading to a more satisfying and meaningful life. If you have service needs beyond my practice scope, I will endeavour to help you identify appropriate referral options.

Sessions, Payments

Short [50min] \$143 Medium [1hr 20min] \$198 Long [1hr 50min] \$253 *all prices inclusive of GST*

Payment Options : Cash, Direct to Bank, Paypal (*from your booking confirmation email*)

Cancellation Policy

Where possible please provide at least 48 hours notice if you need to cancel/reschedule your appointment. As I'm sure you can appreciate, this is with respect to both myself and other clients who may have wanted your appointment.

- A cancellation fee of 100% applies for cancellations made less than 24 hours in advance, or in case of a no-show.
- A cancellation fee of 50% applies for cancellations made less than 48 hours in advance.
- No cancellation fee applies for cancellations made more than 48 hours in advance.

Record Keeping

I will keep information relevant to your counselling services, including the forms you have filled in today and notes for each session. These are critical to helping me keep track of our progress together and for the purposes of accountability. These notes will be stored in a private and secure location (see the **Privacy and Confidentiality Agreement**). You have the right to view the records I keep about you upon request. I will keep all records relating to our work together for a period of at least seven (7) years from the date of your last contact with the service. Under some circumstances I may be required to keep records for a longer period.

Contact Between Sessions

Email or telephone contact will be limited to practical arrangements only, such as booking or altering session times. **It is preferred this is done via my online booking system where possible.** I will not enter into telephone or email counselling except by prior arrangement. If you are faced with an emergency in between sessions, please contact the appropriate emergency service.

In a life threatening situation, call 000 without delay.

Ending Counselling

In general, the counselling relationship ends by mutual agreement. However, you have the right to end your counselling service at any time. I would appreciate you letting me know if you decide not to return to counselling, particularly if you need to cancel an appointment. If at any time I feel that our counselling is no longer appropriate for you, I will discuss this with you; I may suggest discontinuation or a referral to a more appropriate service.

Client Name	Counsellor Signature
Client Signature	
Date	Date