**PERSONAL AGREEMENT**

**1. Confidentiality**

All information discussed within the session will be kept in strict confidence. However, the counsellor is bound by legal or ethical duty to intervene appropriately (i.e. release confidential information) in the following circumstances:

* 1. Written consent is given by the client to release the information to a third party
	2. Client is in serious danger of doing harm to self, or harm to others
	3. The court of law subpoenas information for a legal proceeding

In addition, the counsellor’s work is regularly monitored through clinical supervision where the same rules of confidentiality apply. This is a professional requirement to ensure good practice. Any information that a supervisor receives is also treated as confidential and subject to the same ethical criteria as counselling.

**2. Payment and Cancellation**

2.1 Session fees are at $160 per 60-minute session.

2.2 Payment must be made at least 3 days before the time of the scheduled appointment for a booking to be confirmed. Payment can be made through Paypal or bank transfer.

2.3 Any cancellations or rescheduling of appointments must be made in writing (via e-mail) at least 24 hours before the time of the scheduled appointment. 50% of the session fee will be charged for any cancellations or rescheduling of appointments made within 24 hours to the time of your appointment. Refunds will be processed within the next working day.

2.4 No refunds will be made in the case of no-shows, or cancellations made within 2 hours to the time of the appointment.

**3. Participation in the Counselling Process**

3.1 I understand that I may be assigned homework tasks to complete in between sessions. I am entirely responsible for my own actions and will always make my own final decisions with regards to counselling.

**4. Termination of Counselling**

4.1 The counselling relationship may be terminated upon mutual agreement between the counsellor and the client. In the event whereby a termination is not discussed, the counselling relationship will be regarded as terminated if there are no sessions scheduled within 2 months of the last appointment date. Upon termination, a written notice will be sent (via email).

 4.2 The counsellor reserves the right to terminate the counselling relationship when the client is not abiding by the agreement or is perceived to be a threat to the counsellor’s well-being.

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| Click or tap to enter a date. |  | Click or tap to enter a date. |
| (Client Signature / Date) |  | (Psychotherapist Signature / Date) |

Note:
Please insert your digital signature.
If not, please print out the completed form and sign.