

PSYCHOTHERAPY CONTRACT

CANCELLATION & NOTICE

Should we agree to work together, your sessions will be available at the same time each week. This means that I am reserving this time for you, even if you are unable to attend. (I am unable to fill this time slot with another patient). Missed sessions are therefore chargeable. If you need to cancel a session, please let me know as soon as possible. I will do my best to find an alternative time during that respective week however this may not always be possible, and you will still be charged the session fee.

Please do discuss your holiday breaks with me so we can arrange alternative times (should there not be an overlap). In service of a mutual commitment of therapeutic intent, I would encourage a four-session block to end our work beyond the first four sessions.

- Weekly sessions are available at the same time every week.
- Each session is assumed chargeable whether you attend or not.
- If you need to cancel a regular session (with 3 days-notice) I will attempt to provide an alternative session time in that week. However, this may not always be possible.
- To cancel on-going sessions (after the first 4 sessions) I require 4 weeks' notice.
- If you are late to a session this is no problem however, the session will still end at the agreed time.
- I typically work bank holidays. You will be given notice of all other breaks and holidays.
- It is assumed patient holiday time of 28 days per year. Due consideration will be given to 4 weeks patient holiday in any given year that are not chargeable, if overlap cannot be found.

FEES

I review my fees annually. Private practice assessment fees are charged at £100, payable before or on the day of the session via bank transfer. Details of which are at the footer of this page. Please reference the payment "HP, [your initial]". This charge is non-refundable. On-going fees are negotiated in the assessment session and agreed based on the ability-to-pay. The **minimum** online fee is £80, and the **minimum** in-person fee is £100. Subject to availability I offer reduced fee sessions to those on low incomes, students and for those in long-term clinical training.

Regular fees are due on the day of the session or within 2 days of a submitted monthly invoice.

My services are offered through several health insurers including AXA PP, Aviva, etc. Fees will generally be reimbursed directly (by invoice). However, payment of fees over the course of treatment remains the responsibility of you the client. Insurers tend to cover 10-12 sessions, and this would be considered short-term work. I may advise longer term or open-ended treatment (based on our initial sessions), or you may decide to continue our work beyond the insurable period.

ETHICS

I am an established and practiced clinician. I am a registered member of and accredited to the BACP | British Association of Counselling and Psychotherapy. I abide by their code of ethics. Please see their current website for details: <https://www.bacp.co.uk>. I receive regular clinical supervision with a BAPPS registered supervisor. I maintain the appropriate insurance and undertake Continuing Professional Development (CPD).

THERAPY WILL.

If I am unable to attend a session due to sudden injury, illness or death, one colleague has access to my clients' contact details. This colleague is Andrew Brackenbury whose email is Andrew@Brackenburycounselling.co.uk and phone number is 07870 135 986. If you suspect a problem with me, you can contact him using these details.