



# CENTRE FOR INTEGRATED COUNSELLING SERVICES

## CONTRACT FORM

### 1. Safety Precaution

In crisis and violent situation, CICS reserves the right to get support of any protection agencies, such as police, hospital, shelter home, and the like without your consent, if the situation demands your safety, of another person related to you, or the safety of the counsellor.

### 2. Confidentiality

Maintaining confidentiality under normal circumstances is our priority at CICS. However, confidentiality may be broken on certain exceptions:

- i. As part of the professional standards, CICS requires its counsellors to undertake supervision from qualified supervisors from time to time.
- ii. When we are legally or ethically obliged to report the information to the appropriate authority or law enforcing agency.
- iii. In the case of Referral Counselling.

### 3. Notes and Record Keeping

We keep minimum notes and records of the sessions for the reference of the concerned counsellor(s).

### 4. Social Networking Request

Communications are limited to the counselling related purpose. CICS does not encourage Social Networking friend requests during the whole duration of the counselling sessions.

### 5. Dedication to Counselling

- i. You are expected to maintain discipline and dedication to the counselling procedures during the entire duration of the counselling.
- ii. Once the counselling is in progress, you are required to stick to the treatment procedure of CICS alone. Any additional/supporting/referral treatment program such as visiting Prayer Center, Rehab Centre, Detox facility, other counsellors, etc shall be done with prior consultation with the counsellor[s] of CICS.

### 6. Influence of alcohol or substances

Sessions will not take place if the client is under the influence of any misuse of alcohol or substances.

### 7. Payment

Counselling fees once paid cannot be refunded.

### 8. Cancellation Policy

- i. You are expected to respect the counselling schedules at all cost.
- ii. Change of Counselling date or cancellation must be communicated well before hand.

### 9. Ending counselling

- i. Normally, the ending of the counselling contract would be by mutual prior agreement once it achieves the treatment goal.
- ii. If at any time we feel that counselling is no longer helpful or appropriate for you, we will discuss this with you and may suggest you discontinue.

\*\*\*\*\*

Return this page



**CENTRE FOR  
INTEGRATED  
COUNSELLING  
SERVICES**

## CONSENT FORM

I, \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ hereby  
declare that I come to seek counselling at CICS on my voluntary choice and free will. That I give  
my consent for CICS to proceed with necessary therapy as deemed fit by my counsellor(s).

I hereby authorize CICS to maintain necessary records/data of the sessions, and also allow the  
same for the purpose of research, claims, or settlements, so long as it is guided by the  
Confidentiality Policy.

I have read the Counselling Contract Form and agree fully with the content.

Name of the Client \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_

Office Seal

**Centre for Integrated Counselling Services (CICS), Since 2017**  
Kohima, Nagaland

Website: [www.cicsnagaland.in](http://www.cicsnagaland.in)  
Email: [we.care@cicsnagaland.in](mailto:we.care@cicsnagaland.in) [incics.care@gmail.com](mailto:incics.care@gmail.com)