



Terms and Conditions

These terms and conditions, when signed, will constitute a legally binding contract between you and Rebecca Light, 1 Kiln Cottage, School Road, Great Ashfield, Bury St Edmunds, IP31 3HN.

Fees & Payment

Assessment appointments are confirmed at the time of booking through payment of the full fee of £100 and are non-refundable. Regular session fees are due on the day that the therapy is provided at the session rate of £80 (£100 for Assessment Appointments). Payment should be made the day of the session. If you want to reclaim fees from a medical insurer, you should first ensure that you have the insurer's authority to commence therapy and then reclaim the fee for each session using the receipts provided. Please inform Rebecca if this is your intention prior to commencing therapy. Written reports, attendance at meetings or other correspondence (other than an initial assessment report) may incur additional fees if required. This fee will usually be at an hourly rate of £80 per hour.

Cheques should be made payable to Rebecca Light or payment can be made by direct transfer.

Subject to prior arrangement, Rebecca Light may agree to invoice your employer for the fees, however you will remain primarily liable for the fees, if they are not settled by your employer within 30 days of issue. Invoices will be addressed to you but marked "Payable by (name of employer)".

If payment of fees is not received by any due date, Rebecca Light shall be entitled (without affecting any other legal rights or remedies that she may have against you):

- To make an administrative charge of £30 for each written reminder sent to you or your employer;
- Not to provide you with any further therapy; or
- Withhold any written reports to third parties.

Cancellations

You must give at least 48 hours notice if you wish to cancel any pre-booked session, in which case no fee will be charged. If no notice is received, or if a cancellation is made within the 48 hour period, Rebecca Light reserves the right to charge in full for the session. Sessions cancelled within 7 days will be charged 20% to cover non-refundable room bookings (if made).

Recording

Sessions are sometimes recorded for clinical supervision purposes. Clinical supervision is a requirement for all practising accredited therapists and recordings allow for quality assurance. Your explicit consent will be sought for any recordings made. Recordings will only be made available to the clinical supervisor, and only first names will be used to identify you. You may withdraw from recording at any time. If you wish to record sessions, please discuss this with your therapist prior to recording.

Provision of Therapy and Termination

Therapy appointments will be approximately 50 minutes long. Clients should arrive on time for appointments, and appointments will not be extended under the circumstances that the client is late. Clients are requested to attend their appointments free of alcohol and drugs and should treat therapist with respect and take treatment seriously. Appointments will be organised at a mutually

convenient time, and at an agreed suitable venue. If conducted online clients are agreeing to use of the chosen video platform and agree to its terms of privacy and data protection standards.

Clients will be involved in creating an agreed treatment plan.

Both you and the therapist have the right to terminate therapy at any stage during treatment.

Risk and Crisis Support

Due to working hours Light Psychotherapy cannot offer crisis or emergency support, and clients should make use of local NHS mental health, emergency or voluntary services for such provision. If you are experiencing significant, life threatening difficulties please contact NHS 111, 999 or the Samaritans 116 123. Clients agree to take responsibility for their own safety and wellbeing, or that of their child (if client is under 18).

All clients must be registered with a UK based GP practice unless otherwise discussed and agreed.

Confidentiality and Disclosure

Any information revealed to Rebecca Light will remain strictly confidential unless Rebecca Light has concerns for your personal safety or the safety of any other person, or serious illegal activity. Another exception to this rule is where you have given your written authority for Rebecca Light to disclose information to a third party, for example your employer, education provision or health provider.

In circumstances where treatment is provided to a child or young person, but payment is provided by parents/carers, session content will remain confidential unless it is felt that it is in the best interest of the child that information is shared with parents or other third parties.

Law and Jurisdiction

This agreement and all matters arising under it shall be governed by English law and the parties agree to submit to the exclusive jurisdiction of the English courts.

Acceptance and consent

I agree to the above terms and conditions and accept that they form a legally binding agreement with Rebecca Light. (In case of electronic completion please type your name and returning of these documents from your stated email address constitutes an electronic signature).

Name of Client	
Signature	
Date	
Name of Parent/Carer (if relevant)	
Signature	
Date	



Personal Information

Name of Client (And parent name if under 18)	
Date of Birth	
Address	
Telephone Number (Home) (Mobile)	
Email address (parent)	
Email address (young person)	
Permission to leave messages	Yes / No (please circle)
In Case of Emergency Name Relationship Contact number	
GP Name and Surgery Address	