Katherine Burke Counselling

Mint Business Centre

2 Portside Crescent, Maryville

Phone: 0492 962 164

Email: [katherine@kburkecounselling.com.au](mailto:katherine@kburkecounselling.com.au)

Website: [www.kburkecounselling.com.au](http://www.kburkecounselling.com.au)

**CLIENT REGISTRATION FORM**

Full name:

Date of Birth:

Address:

Phone number:

Email address:

General Practitioner:

Relevant mental health diagnosis or medication:

Drug or alcohol use:

Victims of Crime reference number (if applicable): 00\_ \_ \_ \_ \_ \_

**CANCELLATION POLICY**

For full fee-paying clients, please provide 24 hours’ notice prior to cancellation of appointment. An online platform can is available if required in line with COVID-19 safe practices. If 24 hours’ notice is not provided, the full appointment fee will be charged.

For people registered with the Victims of Crime scheme, there is no out of pocket expense for cancelled appointments. Victims of Crime will only cover payment for two missed appointments. If you miss three appointments, your contact with Katherine Burke Counselling will be terminated unless there are extenuating circumstances.

**Please return via email to** [**katherine@kburkecounselling.com.au**](mailto:katherine@kburkecounselling.com.au)