

## Our Counselling Client Contract – Agreeing to Work Together

### I Work in a Relational, Psychodynamic, and Humanistic Practice

**Open dialogue, relationship, and trust are key to your process.** I believe that you are your own expert in whatever you bring. I offer you my counselling and process expertise, and together we discover unique insights and solutions for you - through a professional, ethical, and confidential therapeutic relationship. **Any information that you share with me is your free choice, you are under no obligation to do so.** Your commitment is usually to regular, scheduled, weekly sessions. I also offer alternative ad-hoc, longer, and intensive sessions, whenever issues or timetabling are especially difficult for you. My professional responsibility is to support you, for as long as you remain a client, over the coming months or years.

### Self-Care

**It is essential for you to consider your own self-care during this time**, both in and out of your sessions. Our work is an emotional process, and your feelings may shift 'up and down'. While you are my client, I will be with you during your process. **Please also make yourself aware of any additional support needs:** including your GP, local emergency services, and self-referral walk-in clinics for psychiatric or psychological services. You may choose to end our work at any time. However, ethically, I believe that ending is significant for you, forms a key part of our work, and needs attention and preparation.

### Your Privacy & Data Protection

**I ask that you read and sign the separate Privacy Policy.** All personal information disclosed during a session will usually be in confidence; however, there are some exceptions for you to be aware of:

- **You may be contacted by a person authorised by me**, administratively or if I am incapacitated.
- **In line with my professional ethics**, I undertake regular, on-going, private supervision (consultation). This is essential for professionally reviewing and monitoring our work, as well as an opportunity for me to gain new perspectives on our process. I use only non-identifying information.
- **If there is cause for concern for your safety or the safety of others**, or I am legally required to do so, I may seek consultation with another professional, such as your GP. This is very unlikely here in Switzerland, as I choose to work outside the medical model. Any such situation would be shared.

**I also ask that you do not email me with process work.** Any communication out-of-session by email/ phone should be purely administrative for arranging sessions. This helps protect your in-session privacy.

### Legal

**Our contract is bound by Swiss Law**, regardless of our working location(s), and you waive all liability and compensation rights under it. I do not write referral/confirmation letters of session content, offer diagnoses/disorders, or legal opinion. On request, I can provide a list of sessions attended & payments.

### Your Fees & Settlement

**Private Counselling Fees are: CHF 145 per 50 mins (Individual); CHF 195 per 80 mins (Couples).**  
**My 'Easy Pay' policy offers Package Discounts of 2.5% - 5.0%, when you Pre-pay for multiple sessions.**  
**My 'Social Fees' policy may apply if you cannot attend weekly due to genuine financial hardship.**  
Fees are Pre-paid electronically, to arrive in my account before your session, or Cash/Card in-session. Pro-rata fees and expenses may be charged, at my discretion, for additional or excessive out-of-session time, e.g. administration, excessive session coordination/process emails, Home Visits, and Intensives.  
**I am an 'out of network' practitioner by choice; I do not Invoice, or work directly with Health Insurance.**

### Cancellation and Non-Attendance

**Regularly scheduled sessions are automatically pre-booked in for you 4 calendar weeks ahead.**  
We agree to give each other as much advance notice as possible for foreseeable changes, e.g. Holidays.  
**Your agreed fee is payable for 'non-attendance' or 'cancellations' without minimum due notice:**  
**Regular and Ad-Hoc sessions, 1 week; Home Visits/Intensives, 1 month.**  
If you frequently cancel sessions, then we will need to discuss this in-session. If a session is unavoidably rescheduled by me, then we will find an alternative or your fee will be waived.  
**Ethically, I can only offer you continued support when you attend, and settle, your booked sessions.**

### Contact Details & Preferences

Name(s):

Address(es):

Phone(s):

Client Signature(s):

Place and Date: