

IMPORTANT

The contract is an important document that may affect our working relationship together.

You will be aware of what to expect from the process of the sessions and what I expect from you in return.

Please read it thoroughly and carefully.

If there are any aspects which you do not understand, feel free to ask for clarification.

Client Contract

1. Commitment

I only want to see clients who are committed to the process of seeing me, and resolving their issue.

I do not want people who are thinking of booking in a session but they're not sure, and there's a chance they won't turn up for their appointment. I *always* charge for missed appointments without 24 hours prior notice so please bear this in mind before making your booking.

One of the reasons for this charge is due to the fact that some people think it's o.k. to book in a session then not turn up. When people are uncertain and not fully committed, they only get uncertain results.

You are more likely to be committed if you know you have to pay regardless of whether you turn up or not.

When you are committed I guarantee you will get much better results.

2. Cancelling a session

Cancellations of **less than 24 hours are charged at the full rate.**

There are a number of reasons for this.

- a. To ensure that people are committed to attending
- b. The time frame is too short to fill the appointment slot that I have made available. This constitutes a loss of earnings from other prospective clients that I could have booked in.
- c. I still have to pay for costs such as room hire

Basically, if you've booked in a session... expect to pay for it.

3. Confidentiality

Your confidentiality will be maintained with the highest regard unless exceptional circumstances require me to inform a third party either by law or in the interest of personal or public safety. Essentially, this means that if you inform me that you are going to seriously harm yourself or another, or if you were going to cause significantly unlawful actions, I may have to contact relevant agencies.

I work with a supervisor to ensure that my practice is of the highest standard and to provide new directions and insight. In these sessions I will speak in detail about your case, but I will not divulge any personal information that would identify you unless I am professionally bound to adhere to the confidentiality agreement as stated above.

4. Case notes

Brief case notes may be taken for supervision and personal reflection on work practices. These are held in a secure cabinet outside of the office where I work to maintain the client's security and safety. A top sheet needs to be provided with clients demographics.



PossibilitiesUnlimited

5. Responsibility

I firmly believe that the client has the power and resources they need to achieve their goals. Therefore it is the client's responsibility to make these happen, which will be greatly enhanced by Hypnotherapeutic process. By signing this contract you are in agreement that your life is your responsibility and that ultimately all the achievements you will have made will be as a result of actions you have taken.

6. Goal Setting and Performing tasks

I am a strong advocate of creating clear goals and setting tasks to ensure these goals are met. This means that you may get asked to perform certain actions in between sessions. These are a **vital** part of the therapeutic process and the results you will get will be in accordance with the completion of the tasks.

From time to time I may set what appear to be abstract tasks that seem, initially, to have little or no relevance to the goal you came to achieve. I may not tell you why I have set the task and I ask that you trust my professional judgement in these cases. The sole reason for this is that you will learn why I have set you this task by your own experience of having carried it out. If I could simply tell you why I set the task and have you understand on an experiential level, I would not need to set the task in the first place.

7. The realm of Possibility

The company name reflects the values and beliefs underpinned by the process that you will undergo. Therefore we ask that you remain open to the belief that anything you wish to achieve is at least a possibility.

This attitude will help you overcome any blocks or 'stuckness'.

8. The magic wand

While Hypnotherapy is an incredibly powerful technique that can be used to overcome an array of ailments, life is uncertain and no guarantee can be made that your sessions will completely resolve your concern.

9. Guarantee

Even though I cannot guarantee that you will be cured, I can guarantee that you can receive a full money back offer valid up to one month after receiving the sessions in the unlikely incident that you did not get the results you require.

This is conditional on the client taking responsibility for their actions, understanding the two way process and completing the tasks set.

I believe I have made it clear that the therapist does not have sole responsibility for the goals you achieve, but as a result of us both taking on the responsibility.

10. Complaints

In most, if not all cases any complaints and feedback can be resolved by consulting the therapist to find a satisfactory agreement. If, however, the client feels that further action needs to be taken there are clear guidelines for complaint procedures laid down by The General Hypnosis Register (GHR), the details of which are obtainable from your therapist or online.

11. My commitment to you

a. A comfortable way of working

I believe in the freedom of complete emotional expression and from time to time clients may have some release through emotional experiences of sadness, anger, hate etc only when it is appropriate and beneficial to the client to have these experiences. I will make sure that the minimum amount discomfort is experienced. I therefore limit problem talk, which can increase a client's blocks and discomfort and can further embed issues, and utilize solution focused approaches to find comfortable ways of working. These are future orientated approaches so you will not have to go over and over old issues to find a resolution that works for you in the present.

On many issues I may work 'content free'. This means that a traumatic memory will be overcome without having to express the traumatic details of that event.

b. A package of support

Clients are welcome to phone me for additional support in between sessions if required. Please be aware that I may have to book in a time to make sure that I have the adequate space to deal with your query.

c. I believe in you

No matter where you are or what you have done, I maintain my belief that you can achieve the goals to make you fulfilled.

d. Clarity

I will be clear about costs, number of sessions and my professional opinion when asked. This may mean that I will be compassionate yet direct in my feedback.

e. Punctuality

My punctuality is outstanding and I will meet you courteously on time for every session. If an emergency or unseen circumstance should arise I will contact you as soon as possible to let you know of any lateness.

f. Cancelling a session

If for some reason I have to cancel a session, I will contact you 48 hours before the session to re-arrange. Where it is not possible to inform you 48 hours prior, **you will be given your next session half price.**

12. Number of Sessions

I negotiate with my clients an *estimation* of the number of sessions they will need to overcome the issue in the consultation, or at end of the first session. However, I cannot predict the future and it may take more sessions, but of course it may also take fewer sessions.

13. Length of session

I work on a needs led basis which means that my sessions last anywhere between 45 minutes to 2 hours. Clients should allocate two hours to see me but know that as a general rule sessions will last roughly one hour and a half. Therefore the charge is by the session, not by the hour.

I will work to a given timeframe if that is the client's preference or in the case that client's time is limited.

14. Referral

If I feel that the client would benefit by seeing a specialist with their concern I will, with consent, refer clients to the appropriate agency.

15. Payment

The cost of each session will always be given in advance of receiving my services and payment is to be taken before the start of the session. This is to guarantee that any issues of money are resolved initially, allowing a positive ending to each session.

16. Consent

Young people under the age of 16 will only be seen with written consent from their parents/ guardians. For the majority of these sessions parents will be present in the room, if not in the building.

17. Treatment of medical conditions

If you have a medical condition then you will always need to seek professional help from the appropriate medically trained staff. I work on the psychological aspect of physical ailments and self healing utilizing the unconscious process' which can produce profound healing but **I am not medically trained.**

18. Ethics

I am registered with and validated by the General Hypnosis Register and adhere to their strict code of ethics which can be found on the site listed below.

<http://www.general-hypnotherapy-register.com/Listings/COE.htm>

19. Insurance

I am fully insured for Public Indemnity and Personal liability.

20. Consent

Signing the form *or responding to the email version* signifies you understand the contract and agree to the terms herein.

Client's name: _____
(Print)

Signed: _____ **Date:** _____

Therapist: _____
(Print)

Signed: _____ **Date:** _____