

# Student Counseling Center

## Troy University

### GENERAL INFORMATION AND CLIENT/COUNSELOR CONTRACT

Welcome to Troy University's Student Counseling Center. We offer free, confidential mental health counseling to students who are currently enrolled and attending classes at Troy University's Troy Campus. We have designed this disclosure statement to give you some information about us, counseling expectations, and your rights as a client. Please take your time and read this carefully.

**General Appointment Policies:** \_\_\_\_\_ (Client's initial)

- Students are only seen on an appointment basis unless it is a crisis situation.
- Generally, sessions last up to 45 minutes.
- If you cannot keep your appointment, we ask that you call to cancel or reschedule, preferably in advance of your appointment time. If you do not call to cancel or reschedule before your appointment you will be considered a "no show".
- If you arrive more than 10 minutes late for an appointment, you will be considered a "no show".
- Two "no shows", or missed appointments without prior notification, will result in termination of services at the Student Counseling Center, and you will be given the option of being referred to another mental health agency for further treatment.

**Counseling Expectations:** \_\_\_\_\_ (Client's initial)

- We provide short term therapy, therefore the number of sessions you may attend are limited and left to the discretion of your counselor. It is important that you actively participate in session, work hard outside of session, keep scheduled appointments, and reschedule with proper notice.
- You will be assigned a counselor when you schedule your first appointment. We do not allow clients to switch counselors within the Student Counseling Center once they begin receiving services. If for some reason you do not want to continue meeting with your assigned counselor but you wish to continue treatment, we can refer you to another mental health agency.
- If we feel that we cannot provide the services a student needs, we will refer them to the appropriate agency.

**Documentation:** \_\_\_\_\_ (Client's initial)

- We **DO NOT** provide documentation for missed classes, tests, or assignments.
- Decisions regarding requests for any other type of documentation will be left to your counselor and considered only in extreme circumstances. In addition, we require advance notice of at least **1 week** for such requests.

**Confidentiality:** \_\_\_\_\_ (Client's initial)

Information shared in counseling sessions will remain private. However, the exceptions of confidentiality, as required by law, include:

- If there is reason to believe you might be in imminent danger of seriously harming yourself or others;
- If there is reason to believe that a child or vulnerable adult has been, or is likely to be, abused or neglected;
- If there is a valid court order which requires disclosure of information.

**I have read and understand Troy University Student Counseling Center's policies and procedures and agree to adhere to them.**

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_

Date \_\_\_\_\_