

## Session Information & Payment Terms

### Arranging appointments.

I will always endeavour to offer you an appointment within your preferred timescale, and only begin to work with clients when I can ensure I have a regular space available. As this requires considerable planning, it is requested that you confirm any appointments offered as soon as possible, eg: within 48 hours of the offer being made. I try to be flexible wherever possible to rearrangements so that we work collaboratively to help you to attend when it is most beneficial to you. As there is often a waiting list in place, spaces can then be passed on if I receive sufficient notice that an appointment time is not feasible for you.

**If you need to cancel** or rearrange our meeting please contact me as soon as possible.

The cancellation policy is that appointments that are changed or cancelled *within* 48 hours of the arranged appointment are subject to 50% of the agreed session fee, as are missed appointments. I try wherever possible not to implement a fee, if what caused you to cancel is outside of your control, for example illness or bad weather.

### Payment Terms:

Sessions are payable upon the completion of the agreed session. Payment can be made by BACS transfer within 2 days of the session or upon receipt of an invoice. Cash payments are also acceptable.

There is a sliding scale in operation for those experiencing financial difficulty. If you wish to discuss a fee lower than the flat fee of £45.00 per session, we will agree together in your initial session what you feel will be affordable to you.

**Payment details : HSBC - Mrs Emily Lawson Sort code: 40-23-06 Account number: 01375954**

Please add the **date of the session** you are making payment for as your reference – Thank You !

### Conclusion of the Counselling Process:

You are free to conclude or suspend the therapeutic process when it suits you, though it usually proves beneficial to discuss this with the practitioner in your sessions. Sometimes people feel they have gained a lot from attending and wish to stop sessions for a time before restarting sessions at a later date. I try wherever possible to provide previous clients with review sessions should they request them or to restart the work without too significant a wait time.