

Welcome! I am very much looking forward to us working together.

These terms of service are intended to establish the foundation for our work. Please read thoroughly and provide your details below, complete the statement at the bottom of the last page and send to deboravanherpen@gmail.com, to acknowledge that you have reviewed, fully understood and agreed to the terms and conditions outlined in this agreement.

Let me know if you have any questions.

AGREEMENT between:

Debora van Herpen/DvH Coaching/Counselling/Therapy and the Client (you):

<i>your name:</i>	
<i>address:</i>	
<i>email address:</i>	
<i>mobile number:</i>	

Nature of the working relationship & commitments

Our work together will be a partnership, in which we will work with your intention of what to explore and accomplish in each session. We will always work within your boundaries, so never hesitate to make requests and to let me know how I can best support you.

As your coach/counsellor/therapist, I am committed to working with your interest in mind at all times, to being open and truthful without judgement, and to creating a safe, trusting space. With your permission we will explore your (earlier) experiences, perceptions, beliefs, emotions, bodily sensations, (old) patterns, your ways of thinking and acting. I appreciate your openness and honesty at all times.

I may sometimes interject, and share observations or insights when I think this may be helpful. At any time, I see you as whole, resourceful and capable of making your own choices and decisions. I will not seek to impose my views and opinions, and will not advise or instruct you in any way.

As the client, you are aware that through this process you will likely experience both empowering moments and moments that are more difficult. I will support you in your awareness of these experiences and explore them with you.

You understand that you are responsible for your own processing, for any outcomes resulting directly or indirectly from our sessions and for any shifts within all aspects of your life.

Accountability

I continue my professional development to maintain and improve my knowledge and skills. From time to time I discuss my work with a mentor/supervisor. Mentors/supervisors are bound by the same code of confidentiality as I am.

Confidentiality and data

Trust is essential in our working relationship. Everything discussed remains private and confidential. Confidentiality would only be broken if legally required. I will keep your personal details and may take notes after each session or consultation. Sessions may be recorded for personal reference, supervision & (re)certification purposes.

- By signing this document you permit me (Debora van Herpen/DvH) to conduct personal inquiry with you and to make audiovisual recordings of our session(s).
- The recording(s) will not be used for any other purpose than the ones stated above.
- Should a recording be submitted for supervision and/or (re)certification, your information shall be anonymised, with no names or specific identifying information being released.
- The recording(s) will be stored electronically and be subject to the same security and storage as client files. All video-recorded sessions will be erased no later than one year.
- The recording(s) is/are confidential and will only be viewed by me and possibly one mentor/supervisor or certification reviewer.

For more information about how I protect your data, see the privacy notice on the website.

Sessions

Sessions are 1 hour long and will take place on Zoom. An invitation link will be sent out 15-30 minutes before each session. A separate Session Order Form will be sent to you prior to your first session.

Cancellation Policy

In the event that you need to reschedule or cancel a session, I ask for at least 24 hours notice. I will do the same for you, if I ever have to reschedule a session.

I request that you are on time for our sessions.

Should you arrive more than 10 minutes after the start time of the session, the session will be cancelled and be non-refundable.

If for any reason you should arrive late but within 10 minutes of the scheduled start time, the session will still go ahead but end at the appointed time.

If you miss a session completely without notice, the session is considered as having taken place.

If I miss a session without notifying you, you will receive an additional session, in addition to rescheduling the cancelled session.

Termination

Both parties can terminate the agreement at all times. If one of us wishes to close the work together, we will preferably have at least one more session to ensure a careful completion. In case you have paid for a package of several sessions, any remaining sessions will be valid for six months after the last session or else the fee is forfeited.

I look forward to us working together. I wish our working relationship to be of benefit to you and the people around you.

With best wishes,

Debora van Herpen



CLIENT STATEMENT

I have reviewed, fully understood and agreed to the terms and conditions outlined in these terms of service:

Date:	
Name client:	
Signature client:	