

# National Kaohsiung University of Hospitality and Tourism

## Office of Student Affairs Counseling Section

### Individual Counselling Service Consent

Dear Student, in order to provide you with the best possible experience of individual counselling, mentoring or psychological testing, the counseling process is explained as follows:

I. Confidentiality: Your counselling information will be kept confidential, except for the following circumstances:

1. When what you say presents the likelihood of imminent and conspicuous threat to your or other people's safety, the Counselling Section will have to inform relevant parties to jointly assist you so as to provide you the immediate and sound overall protection;
2. When you require medical referral or group counselling from multiple professional psychologists;
3. When what you say pertains to the Gender Equality Education Act, Criminal Code, Protection of Children and Youths Welfare and Rights Act and Domestic Violence Prevention Act, lawful compliance is required;
4. When you are about to leave school (e.g. transfer, withdrawal, graduate, etc.), the counsellor will carry out assessment to see if you need continuing counselling and, where necessary, we will inform your next educational institution to assist with the care for you and provide the continuing and sound counselling.

When the above circumstances occur, the counseling staff may contact with related persons, such as your parents, homeroom teacher, military instructors etc. depending on the assessed situation and will discuss with them about the protecting strategies in order to keep your safety; related mandatory reporting will also be undertaken according to the laws and regulations.

II. Counseling Appointment: The appointment takes **50 minutes for each, once a week, a maximum of 6 times every semester** in principle, but allows flexibility upon special circumstances. If you are unable to make your appointment, please call **(07)8060505 ext. 13302~13304** or come to the Counseling Section in person to cancel **24 hours** before the session; if you are **absent twice without reasons, the Counseling Section may not offer any more appointments** concerning the benefits of other students.

III. You may request to stop the counseling or discuss with the counseling staff the possibility of referral elsewhere; likewise, the counselor may propose a referral to you considering the counselor's own restriction of personal capacity, personal value and your best interest, insofar as your consent is granted before the referral.

IV. In order to assist you more effectively, the counsellor may ask to make audio (audio-visual) recording. Prior to the recording, your consent will be sought and you have the sole right to decide whether you accept it or not.

V. To maintain the quality of appointment, please turn off your mobile devices or switch them to silent prior to your appointment.

VI. Others: Where there is anything missing or not considered hereunder, you may discuss with the counselor to make changes or supplementary clauses before signing the agreement.

Student Signature : \_\_\_\_\_ (year) \_\_\_\_ (month) \_\_\_\_ (day)

Counsellor Signature : \_\_\_\_\_ (year) \_\_\_\_ (month) \_\_\_\_ (day)