**Health Center, Office of Student Affairs, Asia University**

**Informed Consent Form**

**In general:**

1. Each scheduled session is 50 minutes in length. If you are late for your appointment, the appointment will still be ended on time.
2. You will meet with your counselor once a week for 6 times. If further sessions or fewer sessions are needed, you may discuss with your counselor to better address your needs or problems.
3. Except in the case of an emergency, it is necessary to cancel your appointment by calling (04)23323456 ext. 6269, 6267, 1748 or 1768 or stopping by the Health Center at least twenty-four hours in advance. If you miss your scheduled appointment with or without notifying us twice consecutively, your remaining scheduled sessions will be cancelled and offered to other students on the waiting list.

**Confidentiality:**

You have the right to confidentiality. This means that under normal circumstances none of your private information will be disclosed without your consent.

Exceptions to this include:

1. If you are a danger to the lives, safety, freedom, property of yourself or others.
2. Required by law or court orders to release information.

**Client rights:**

* You have the right to request a transfer to other counselor in the center. However, we strongly encourage you to discuss with your counselor any concerns you have.
* Your counselor may recommend a referral to other counselor in the center or other professional outside the center if he or she determines it would better meet your needs. In this case, your counselor will discuss this process with you. Your information will be released to the next counselor after receiving your permission.
* I have read and understood the above information.
* I consent to receive counseling service from the Health Center and abide by the procedure outlined above.

Your signature date

Counselor signature date

The Health Center located in the Administration Building L101.

**Further Help and Information:**

The Counseling Center offers free personal counseling or/and individual psychotherapy for Asia University students. For more information about these services or to make an appointment please call 04-23323456 ext. 6265~6269 or 1748. You can also stop by the Administration Building, first floor L101.

Website: http://care.asia.edu.tw Email: care@asia.edu.tw

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