

counseling services policies form

San Francisco Art Institute
Counseling Services
Student Affairs
800 Chestnut Street
San Francisco CA 94133

Welcome to the San Francisco Art Institute's Counseling Services. This form will answer most of your questions about our services and policies. Please feel free to ask your counselor for clarification or additional information.

Confidentiality

By law and professional ethics, your sessions are strictly confidential. No information will be shared with anyone without your written permission. If you are seeing another therapist or health professional it may be necessary for your counselor to contact that person so that they can coordinate efforts. If this is necessary, your counselor will ask for your written consent. There are, however, a number of legal exceptions to this confidentiality policy:

- 1/** If the counselor is ordered by the court to testify or release records.
- 2/** If you are a victim (under 18 y.o.) or perpetrator of child abuse, we are required by law to report this to the authorities responsible for investigating child abuse.
- 3/** If you are a victim or perpetrator of dependent adult or elder abuse, we are required by law to report this to Adult Protective Services or other appropriate authorities.
- 4/** If you threaten harm to yourself or someone else, we may be required to call the police, warn the potential victim, and/or take other reasonable steps to prevent the harm.

Session Length

Sessions are 45 minutes in length. You are encouraged to arrive a few minutes before your appointment so that your session may begin at the scheduled time.

Cancellations

Please call Counseling Services at **415.749.4587** to cancel an appointment by leaving a message. You can also send an email to **counselingcenter@s fai.edu** or **mchatterton@s fai.edu**

Fees

Counseling services are free.

Course of Counseling

We provide short-term counseling. The course of counseling varies with the need of the client. The client has the choice to terminate counseling at any time, or be referred to another professional. Counseling continues until the student's short-term goals are met. The goals are periodically reviewed at the suggestion of either the counselor or the client. Counseling services are offered throughout the academic year.

Emergencies

Counseling Services is not equipped to handle 24-hour emergencies. If you are in need of immediate attention, please call the suicide crisis hotline at 415.781.0500 or the San Francisco Mobile Crisis Service at 415.255.3610. To contact your counselor during non-emergencies, call 415.749.4587 and leave a message on the answering machine with several good times to reach you.

PLEASE SIGN THIS FORM.

A copy will be provided to you for future reference. Should you have any questions at any time, please ask your counselor.

I have read, understand, and agree to the information and policies described in this form.

Client Name (please print)

Client Signature

Date

Counselor Name (please print)

Counselor Signature

Date