**Counselling Services** **Intake Form**

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| Name: | Click here to enter text. | Date | 11-Apr-18 |
| Student ID: | Click here to enter text. | Program: | Click here to enter text. |
| Prefer contact by: | Phone  Email | Email: | Click here to enter text. |
| Is it ok to leave a message or voicemail? Yes  No | | Phone: | Click here to enter text. |
| Address: | Click here to enter text. | | |

**Our Role**

We are dedicated to providing high quality, confidential counselling services to our students. We offer single sessions or short term (generally up to 5 sessions). Should more extensive therapy be required, we may refer to external health services.

Our solutions-focused approach aims to help students address barriers to academic success and wellbeing. While we work with students to develop new ways of coping or problem solving, there may be unexpected results. For example, a student may decide to take a leave from studies, withdraw from a course, or experience a shift in a relationship.

Please be aware that to provide the best support to students, our counsellors, Student Services professionals and RRU administrators sometimes collaborate and consult as a team. We make it a priority to keep students involved and comfortable with this approach.

RRU is collecting, using, disclosing and retaining your personal information in compliance with the BC *Freedom of Information and Protection of Privacy Act*, **[RSBC 1996] CHAPTER 165.** Refer to the University’s website for more information about our Privacy Policy.

Exceptions include the following situations:

* We have reason to believe that you or someone else is in danger of harming themselves or others;
* We have reason to suspect physical or sexual abuse of a child (children under the age of 19 in BC);
* We receive a subpoena from a court.

**Your Role**

* You are encouraged to ask questions about any procedure used during counselling;
* At any time you may decide to discontinue with counselling;
* By providing written request, you may examine any records pertaining to you;
* If you are not satisfied or have concerns about the counselling you are receiving, you are encouraged to contact the Manager of Student Success.

**Cancellation**

We request that students make every possible effort to keep scheduled appointments. If you are unable to attend an appointment, please notify us at least 24 hours in advance or, in the case of exceptional circumstances, as soon as possible.

***By submitting this form and accessing Counselling Services at RRU, you acknowledge the terms of the confidentiality and your role as stated above.***