

## SG.36 COUNSELLING REFERRAL AND SUPPORT FOR STUDENTS

APPROVED BY	<b>ACADEMIC BOARD</b>	VERSION	<b>2020</b>
REVIEW STAKEHOLDERS	• PRINCIPAL, TE TAIURUNGI	Last reviewed	2020
	▪ HEADS OF SCHOOL	Published	December 2019
	▪ ACADEMIC DEAN	Review period	3 YEARS
		Next review	2022
PURPOSE	To set out the parameters for the provision of external professional counselling for students who encounter course content that raises personal issues or have been referred by their Cohort Mentor/Student Support for their mental health and wellbeing.		

### PURPOSE

To set out the parameters for the provision of external professional counselling for students who encounter course content that raises personal issues or have been referred by their Cohort Mentor/Student Support for their mental health and wellbeing.

### POLICY

- 1 Any student who encounters personal issues which is impacting their learning, may apply to their Cohort Mentor/Student Support for a referral form for external counselling.
- 2 Cohort Mentors/Student Support may also refer students to counselling services following discussions to support their mental health and wellbeing.
- 3 This application will then be forwarded to the Hardship Committee for consideration and final approval.
- 4 Payment for counselling provided under the provision of this policy applies only to external counsellors who hold a professional membership in a counselling association.
- 5 A student may be funded for a maximum of three (3) subsidised counselling sessions in any calendar year.
- 6 The cost of these sessions is met by BTI up to the value of \$110 per session. The counsellor invoices BTI directly.
- 7 The sessions **may not** be claimed by the student as part of the fifteen (15) hours of experience as a client required for the counselling programme.
- 8 A copy of this policy is included with **Counselling Referral Forms**, for the information of the counsellor.
- 9 Following completion of the **Counselling Referral Form**, a student arranges their own appointment with their chosen counsellor.
- 10 Where a student and counsellor choose to continue counselling after the three sessions funded by BTI, the cost will be met by the student.

## REFERRAL FOR COUNSELLING

**Name of Student:** \_\_\_\_\_

**Student I.D. number:** \_\_\_\_\_

Being aware of the policy **SG.36 COUNSELLING REFERRAL AND SUPPORT FOR STUDENTS**, I wish to seek external professional counselling and request financial support from BTI.

I understand that the arrangement of appointments is my responsibility.

I understand that BTI will pay for three sessions to a maximum of \$110 per session, and that any further costs or further sessions become my financial responsibility.

I understand that my counsellor will invoice BTI directly for the three sessions, to a maximum of \$110 per session.

I understand that the issues involved and the content of the counselling process are confidential and that no discussion will take place between BTI and the counsellor without my knowledge and consent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Programme / Professional Lead / Cohort Mentor:

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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To: (Counsellor): \_\_\_\_\_

Please provide counselling services as arranged for the above student.

An invoice for the three sessions should be sent after the third session (or sooner if counselling completed) to:

accounts@bti.ac.nz

Or by post to:

Bethlehem Tertiary Institute  
Private Bag 12015  
Tauranga 3143

[Please note that confirmation of bank account number will be required at the time of first invoice to BTI]

Please quote reference: # \_\_\_\_\_