

REF	COUNSELLING REFERRAL AND SUPPORT FOR STUDENTS		
APPROVED BY	EXECUTIVE LEADERSHIP TEAM	VERSION	2022 (v1)
REVIEW STAKEHOLDERS	• TE TAIURUNGI, PRINCIPAL	Last reviewed	2022
	▪ HEADS OF SCHOOL	Published	22 August 2022
	▪ ACADEMIC DEAN	Review period	3 YEARS
		Next review	2025
PURPOSE	To set out the parameters for the provision of external professional counselling for students who encounter course content that raises personal issues.		

PURPOSE

To set out the parameters for the provision of external professional counselling for students who experience personal issues which impact on their mental health and wellbeing or have been referred by their Cohort Mentor/Student Support.

POLICY

- Any student who encounters personal issues which are impacting their learning, may apply to their Cohort Mentor/Student Support for a referral form (see BTI Online) for external counselling.
- Cohort Mentors/Student Support may, with student consent, also refer students to information concerning counselling services following discussions to support their mental health and wellbeing.
- This application will then be forwarded to the Hardship Committee for consideration and final approval.
- Payment for counselling provided under the provision of this policy applies only to external counsellors who hold a professional membership in a counselling association.
- A student may be funded for a maximum of three (3) subsidised counselling sessions in any calendar year.
- The cost of these sessions is met by BTI up to the value of \$110 per session. The counsellor invoices BTI directly (accounts@bti.ac.nz).
- The sessions **may not** be claimed by the student as part of the 15 hours of experience as a client recommended for the counselling programme.
- A copy of this policy is included with the **Counselling Referral Form**, for the information of the counsellor.
- Following completion of the **Counselling Referral Form**, a student arranges their own appointment with their chosen counsellor.
- 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 and that any further sessions become my financial responsibility.

I understand that my counsellor will invoice BTI directly for the three sessions.

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 Approval:

Signed: _____ Name: _____ Date: _____

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: # _____