

**To ensure good cooperation please take note of the following:**

**Therapy Process:**

The psychotherapeutic process is awareness based. It develops at a different pace and in different ways for each client. Therefore, the process or its duration cannot be designed or foreseen in advance due to the uniqueness of each person. You decide when your therapy ends. To ensure a good ending I usually plan at least three sessions for it. In case you want to end therapy early or abruptly at least one closing session is intended and seen as therapeutically important.

**Confidentiality:**

Psychotherapy is, by law, confidential. This means, within therapy you can find a safe space to talk about your concerns and I am not allowed to give any information to third parties. Exception: Only in acute, real cases of self-endangerment or endangerment of others I am obliged to act; however, I would only do so after talking to you and never without your knowledge. For Super- and Intervision I may reflect my therapeutic work anonymized with colleagues to ensure high-quality standards. Other psychotherapists are liable to the same legal confidentiality regulations.

**Appointments and Appointment cancellation:**

If not agreed upon otherwise, sessions take place weekly and last 50 minutes.

I kindly ask you to be as punctual as possible in your own best interest; however, in the other clients' interest please do not ring the doorbell more than 5 minutes prior to the scheduled session, since this disrupts the prior session and I am not able to open the door.

In case you are not able to attend an appointment, I kindly ask you to let me know as soon as possible, but either way a minimum of 24 hours prior to the scheduled session via phone or text message. The fee for sessions that are not cancelled 24 hours in advance must be fully charged since I reserve this time only for you.

**Billing:**

The fee is €110,- á 50 minutes (couples therapy €220,- á 90 minutes) and is to be paid per online bank transfer within 5 days after receiving the invoice (usually monthly). The first interview is to be paid cash.

A rise of the fee (index adjustment) may occur with the start of the year or after one year.

I am looking forward to a good cooperation!

---

Place, Date, Name of Client

---

Signature