



Sonia Richards BSc, MSc, MCThA

**Clinical Hypnotherapist, NLP™ Master Practitioner & Trainer, IEMT Prac & Trainer,
Bank details: Sonia Richards, Sort code: 11-01-02, Account number: 01010388**

Terms and Conditions

I have produced these terms and conditions so that you are informed about the way I operate as Therapist/ Educator/Life Coach/Complementary Therapist, so that you know my standards of practice for both Therapist and Client.

My Practice Standards

1. My objective is to provide a professional and confidential service for clients seeking Therapy/NLP/ IEMT/Life Coaching or Complementary Therapies.
2. I will always be professional, friendly and sensitive to your specific issues, and offer a calm supportive environment during your session.
3. You will be provided with a clear fee outline so that you are fully aware of the cost of your sessions.
4. I am happy to liaise with any other healthcare professionals in order to optimise your outcomes.
5. If issues arise of a criminal nature where others are endangered, I am bound by my Professional Code of Ethics to report this to the appropriate authorities.
6. I will do my best to be flexible with your individual circumstances with regard to appointment times. For example I can provide some evening sessions on occasion. **Weekend sessions will be charged at a slightly higher rate.**
7. Whilst I always do my best to meet client expectations, I cannot offer specific guarantees regarding outcomes.
8. If I feel uncomfortable at any time during the process I reserve the right to stop the session.
9. My services are not a substitute for medical advise.
10. If for any reason you are dissatisfied with any aspect of your session, I will discuss it with you openly with the aim of speedy and professional resolution.
11. I guarantee to protect your confidentiality at all times with regards the Data Protection Act 1998 and you have the right to view any information that I retain.
12. I maintain professional indemnity insurance and membership General Hypnotherapy Register, The Association for IEMT Practitioners, The Complementary & Healthcare Council and the Complementary Therapy Association

Client Standards Requirements

1. I request that you are punctual for your appointments.
2. **I require full payment of £90 on booking for Hypnotherapy/ IEMT/NLP etc,** £45 for Complementary Therapies and deposit payments £100 for therapy programmes such as, Stop Smoking And Weight Loss programmes. All as cleared funds 48 hours in advance of the booking.
3. I require at least 48 hours notice of cancellation of a booked appointment.
4. If appointments are cancelled without notice or you do not attend, I reserve the right to keep the full fee or deposit and/or ask for the full fee to be paid.
5. Smoking cessation programmes, Hypnotic Gastric Band courses will require full balance payment at session one.
6. Honest discussion of your issues and any underlying physical or psychological issues, plus any drugs use, alcohol issues or medication must be disclosed.
7. Mutual respect and consideration is both essential and mandatory. For group work this applies to others in the group with no exceptions. Any discourteous behaviour will not be tolerated.
8. Acceptance of my practice terms and conditions.





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Terms & Conditions Agreement Form

NAME:.....

ADDRESS:.....

.....

EMAIL.....

TELEPHONE:.....

I HAVE READ THE ABOVE TERMS & CONDITIONS FOR SONIA RICHARDS THERAPIES AND SONIA RICHARDS TRAINING AND FULLY AGREE TO THE TERMS & CONDITIONS AS STATED

SIGNATURE:.....

DATE:.....

COUNTERSIGNED:.....

DATE:.....

