



January 2018

Dear Gestalt Therapist

I wish to thank you for making yourself available to be a therapist for our students.

Your listing on the Gestalt Therapy Brisbane (GTB) Therapist List

You have advised GTB that you fulfil the following requirements:

1. Have been practicing and continue to practice as a Gestalt Therapist for a minimum of 2 years;
2. Have been in supervision during this period and continue to be in supervision;
3. Are a member of GANZ. **Please provide GTB with your GANZ membership number.**
4. Are a clinical or provisional member (or the equivalent) of a recognised professional body that includes counselling and/or psychotherapy in its auspice (e.g. PACFA, ACA, AASW, APS, etc). and fulfil their requirements for continued membership. **Please provide GTB with the name of your professional association and your membership number.**
5. Have appropriate current indemnity insurance; and,
6. Retain good relationships with the Directors of Gestalt Therapy Brisbane and can be contracted by them as one of GTB's listed Gestalt therapists.

If any of these conditions have changed or if you no longer wish to be on our Therapist List would you inform us of this as soon as possible by emailing contact@gestalttherapybrisbane.qld.edu.au

GTB processes for student therapy

..... is presently in Year of Gestalt therapy training with Gestalt Therapy Brisbane and has been supplied with your contact details. Each student is required to be in therapy whilst he/she is in training for a minimum of **10 one-to-one therapy sessions** each year. Students may choose which Gestalt therapist they visit for these sessions. You will be required to certify that this student has attended a number of sessions and the student will be responsible for bringing this certification to the Directors or a Year Coordinator of Gestalt Therapy Brisbane at the end of each academic year, Angela Shaw (Year 4), Paddy O'Regan (Year 3), Sharon Gray (Year 2) and Greer White (Year 1). You will not be required to report on the content of any work done and may adhere to accepted confidentiality standards. However, at times you may judge it would be in the interest of your client to talk with one of the Directors. We would welcome this conversation once you have obtained the consent of your client.

Payment of therapy sessions

1. Your student may choose to pay the cost of therapy directly to you at your established rate.
2. Your student may have applied for FEE-HELP for their 10 therapy sessions. If this is the case GTB will pay you directly to the extent of \$1100.00 for these 10 sessions, that is a maximum of \$110 for each 1 hour session. Please note that if you wish to charge more than \$110 you need to negotiate the cost with our student and the student will need to agree to pay the difference directly to you. If you wish to charge less than \$110.00 per session the student may negotiate with you to have more than 10 sessions. Students must complete all FEE-HELP supported therapy session within the one calendar year.
3. Students have the option of applying for FEE-HELP for an additional \$1100.00 to cover additional therapy sessions. They will be informed of this in the 2nd Semester of the year. Any FEE-HELP supported additional sessions must also be completed by a student within the calendar year.



GESTALT THERAPY BRISBANE

If your student is using FEE-HELP for their therapy

Please send your Tax Invoice for payment via email contact@gestalttherapybrisbane.qld.edu.au or via post. GTB will pay you by direct payment into your bank account or by cheque. Please include your banking details if you desire direct payment and your postal address if you desire cheque payment. **Please send invoices at the end of each month in which therapy is provided.**

In addition, please provide the following information in each invoice:

- Your ABN (Australian Business Number)
- Invoice number
- Student name
- Date of therapy session
- Length of session
- Charge for session
- Total amount for this invoice.

Contracting with your student and GTB

It is recommended that students stay with the same therapist for at least 10 sessions. However, it is acknowledged that this may not always work for the client or the therapist and some changes may need to occur over time. You are asked to negotiate a working agreement with our student.

The relationship that you will have with GTB will be a contracted business relationship. You are not regarded as an employee of Gestalt Therapy Brisbane and consequently will not be protected by its insurance. **Please also note that if you work with our student while he/she is in training you will need to work within a Gestalt therapy framework.**

In order to formalize your contract with our student you are asked to sign this letter and have the student co-sign in triplicate. One copy is for your records. Two copies should be provided to the student, including one for her him/her to present to Gestalt Therapy Brisbane.

Students are required to complete all contracted therapy sessions within the academic year. **All invoices should be presented at the end of each month in which therapy is undertaken. Invoices should be presented before the end of the financial year, that is before 30 June 2018 and final invoices should be presented by the end of December 2018 and no later than the end of January 2019.**

Kind regards.

Dr Greer White
Managing Director
Gestalt Therapy Brisbane

I agree to work with the student of Gestalt Therapy Brisbane within the conditions outlined in this letter.

Name of Therapist

Signature of Therapist Date

Name of Student

Signature of Student Date