



Beaconhouse National University

Center for Counseling and Psychological Well-being

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Client Disclosure and Consent Form

Welcome to the Center for Counseling and Psychological Well-being (CCPW) at Beaconhouse National University (BNU). Our counseling services aim to support individuals in gaining insight, developing coping strategies, and improving overall well-being in a safe, respectful, and confidential space. All members of the BNU community, including students, faculty, and staff may seek counseling for many reasons, including managing stress, navigating personal or professional challenges, exploring thoughts and emotions, or addressing interpersonal, academic, or work-related concerns.

Counseling works best when there is clear communication and mutual understanding. This form explains what clients can expect from counseling, the limits of confidentiality, professional boundaries, and the rights and responsibilities of individuals receiving counseling services. Please read it carefully and feel free to ask any questions before signing.

Confidentiality

Information shared during counseling sessions is treated as confidential and will not be disclosed outside the counseling setting without the client's permission. However, there are some exceptions where counselors may be legally or ethically required to disclose the necessary information:

- If there is a serious risk of harm to you or someone else, or if you disclose plans to commit a crime or dangerous act.
- If there is suspected or disclosed abuse involving a child, elderly person, or someone with a disability.
- If there are repeated violations of university policies or involvement in serious misconduct, and the university formally requests information (only the necessary and relevant details will be shared).

- Counseling records are kept for therapeutic purposes and are not intended for medico-legal use. However, in **rare** cases, information may be disclosed *if* required by law or court order.

In some cases, counselors may also consult with other mental health professionals (without revealing client's identity) for professional guidance to ensure the best support possible. In situations where safety is a concern, appropriate authorities or an emergency contact may be notified if necessary.

Services Offered

Counseling services include individual sessions tailored to each client's needs. Counselors may draw from a variety of evidence-based therapeutic approaches, such as Cognitive Behavioral Therapy (CBT), Dialectical Behavior Therapy (DBT), Emotion-Focused Therapy (EFT), and Acceptance and Commitment Therapy (ACT). All sessions are delivered with a trauma-informed approach, ensuring emotional safety and respect for each client's individual experiences.

Professional Boundaries

Counselors maintain clear professional boundaries to ensure that counseling remains a safe and focused space. These boundaries include:

- Avoiding dual relationships such as friendships, romantic involvement, or social engagements during or after counseling.
- Limiting communication to official and professional channels (e.g., scheduled sessions, university email, or telephone).
- Maintaining respectful and brief interactions if encountered in campus or public settings.
- Not accepting personal gifts or engaging in personal social media connections.
- Avoiding physical contact unless therapeutically appropriate and with explicit consent.

These boundaries help ensure a safe, ethical, and focused counseling experience.

Limitations of Online/Remote Counseling (if applicable)

In the case of remote or online sessions, clients are expected to ensure a quiet and private space. While efforts are made to ensure confidentiality, the university is not responsible for technical failures or privacy breaches arising from third-party platforms.

Missed Appointments/Cancellation Policy

If a client is unable to attend a scheduled session, they are required to inform the counselor at least 24 hours in advance. Repeated missed appointments without prior notice or a request to reschedule may result in the appointment slot being offered to another client.

Client's Rights and Responsibilities

Individuals receiving counseling at BNU have the right to:

- Receive confidential, respectful and non-discriminatory care.
- Be informed and actively involved in the counseling process.
- Request a referral to a different professional, or discontinue counseling at any time.

Clients are expected to:

- Attend sessions on time.
- Be honest and open to the counseling process.
- Inform their counselor if they are feeling unsafe or experiencing a crisis.
- Respect the counseling boundaries and communicate concerns.

Acknowledgement and Informed Consent:

I understand that the counseling services provided are intended for support, guidance, and personal development and are **not** a substitute for clinical treatment, diagnosis, or medical care. If at any point I require emergency or psychiatric support, I understand that I will be referred to appropriate services. If I am referred to an external provider, service, or organization, I understand that the CCPW at BNU does not assume responsibility for the practices, quality, or outcomes of these third-party services. A referral does not constitute endorsement. By signing below, I acknowledge that:

- Participation in counseling is voluntary
- I may terminate these services at any time
- I may need to discuss material of an upsetting nature as part of exploring personal concerns and working toward meaningful change
- I understand it cannot be guaranteed that I will feel better after completion of treatment

I, _____ (Name), from _____ (Department & Semester), am acknowledging that I have read, understood, and agree to participate in counseling under these conditions. I voluntarily release the Counselors providing services through counseling services at Beaconhouse National University and the University itself from liability for outcomes related to counseling sessions.

Signature: _____

Student Registration/Employee ID No.: _____

Date of Signing: _____