

Counselling Finance Procedures (2020-21)

In order to ensure payments are processed promptly, we require you to adhere to the following guidance:

A. Overview of Edge Hill Students

- Students on the *BA (Hons.) Counselling and Psychotherapy* programme receive a £500 allowance per annum to cover Personal Therapy (1st year) or Supervision sessions (2nd & 3rd year). Part time students have access to £250 per annum.
- Students on the *BSc Critical Approaches to Counselling and Psychotherapy* programme receive a £500 allowance to be used across the three years of the programme.
- Students on the *MSc Counselling and Psychotherapy- Creative Contemporary Approaches* programme receive a £600 annual allowance to cover Personal Therapy (1st year) or Supervision sessions (2nd year). Part time students have access to £300 per annum.]
- The funding allocation runs with the University's financial year; from **1st August 2020 to 31st July 2021**. A new schedule of sessions will need to be issued for each student at the start of the financial year.
- Any sessions that exceed the set allocation will not be negotiated by the School.
- Students are asked to keep track of their budget but will also be notified by the University when they are nearing the end of their allocation.
- Please email ASKAHSW@edgehill.ac.uk immediately if a student misses a session without warning or if they cancel at short notice.
- Please note that due to confidentiality issues we ask counsellors not to accept more than **three students from each cohort**.

B. Registering as a Supplier

- Any Therapists/Supervisors newly affiliated with the University, need to register as a supplier. In order to do this, please email AskAHSW@edgehill.ac.uk requesting the necessary documents.
- No sessions with a student can commence until the registration process is completed. Please note that this can take **10 weeks** to be completed.

C. Setting up Sessions with a Student

Step 1. Complete a Schedule of Sessions

- When you and a student agree to work together, you will need complete a Schedule of Sessions (See Forms 1 and 2) outlining the number of planned sessions within the financial year.
- Each student will require a separate Schedule of Sessions.
- Please note that the total cost of sessions cannot exceed £500 for undergraduate students and £600 for postgraduate students.
- Please check the student's cohort (year group) to ensure that any arrangement will not breach our confidentiality requirements as outlined above (Therapists/supervisors should not accept more than 3 students per cohort group.)
- In advance of the expected commencement of sessions please submit a Schedule of Sessions to ASKAHSW@edgehill.ac.uk

Step 2. Raising a Purchase Number

- Once the Schedule of Sessions is received, we will issue a unique purchase order number for the sessions with the student. **Please do not commence your sessions until a purchase order is received.**
- You will receive a new Purchase Order Number for each student.
- Purchase Order Numbers are only valid for the financial year they are issued in.
- Whilst we will endeavour to generate these as quickly as possible, they can take **up to four weeks to be issued.**
- Please keep a record of your Purchase Order Number as the University will only pay invoices with a purchase order number included.

D. Meeting with your Student

- Please ensure the Session Log (Form 3) is signed by both the supervisor/therapist and the student at the end of each session.
- For remote sessions we can accept documents signed digitally by the student and therapist.
- Please submit the session log with your invoice to evidence that the session took place.
- Please inform us immediately if a student misses a planned session with less than 24 hours notice or if they miss a session without warning.

E. Invoicing

- Please submit invoices directly to purchase-ledger@edgehill.ac.uk and ASKAHSW@edgehill.ac.uk
- Invoices should be submitted on a monthly basis.
- **Invoices must include the following information:**
 - a. Who the invoice is from (your name/company name and address)
 - b. Who the invoice is for (Edge Hill's name and address)
 - c. Name of the student.
 - d. Date(s) of the session(s) and duration of the session.
 - e. Your Purchase Order number (this will be different for each student)
 - f. A unique invoice number (this must be different for each invoice you submit so each invoice is traceable).
 - g. Amount of each session and the total you are invoicing for, please note the cost of each session must match with the Schedule of Sessions document (Form 2.)
 - h. The session log document (Form 3) signed by the student for each session

The School will not be responsible for late payments fees due to the failure to include these details on invoices.

- Edge Hill University works on a 30-day payment process. (please allow 3-5 working days for the payment to show in your account).
- Please note the University closes for Christmas and Easter and this may cause a delay in the processing of invoices at this time. We will advise you of the cut off dates for payments on these occasions.
- Invoices for sessions in the 2020/21 academic year must be received by the **31st July 2021.**
- **Please note failure to adhere to these procedures may result in your removal from our approved therapist/supervisor list.**

F. Useful Contacts

- Should you have any queries about the finance procedure outlined above or if you have a safeguarding issue or concerns please contact AskAHSW@edgehill.ac.uk , or call the School Office: 01695-650-7732
- We understand that occasionally the situation may arise when a customer wishes to report an issue or complaint. If this is the case, all complaints will be treated in a courteous, supportive and respectful manner. If you wish to raise a concern, in the first instance please contact Susan Harrison harrisons@edgehill.ac.uk