

## Personal Therapist Registration Form

If you wish to find your own therapist please complete the below form, providing the contact details of your proposed therapist. Please submit the form to [AskAHSW@edgehill.ac.uk](mailto:AskAHSW@edgehill.ac.uk).  
On receipt, we will contact the therapist to obtain the necessary documentation – process outlined below:

Off Campus Learning Team contact Therapist on receipt of Therapist Registration Form  
Receipt of Proformas and Certificates from proposed Therapist.

**Stage 1** Approval by Academic Team – Academic & Professional suitability

**Stage 2** Approval by Faculty Dean – Budgetary suitability

**Stage 3** Approval by University Finance Department – Due Diligence.

Once all stages have been completed, you and your therapist will be contacted.

Please note this process can take up to 10 weeks to complete, so do submit the form well ahead of your intended first meeting.

**Do not meet with your therapist until you have received confirmation that they have been approved and set up as supplier to the University. Please see your handbook for further details on this.**

Student Details		
Student Name		
Student Email Address		
Degree Programme Title		
Cohort		
Personal Therapist Details		
Therapist Name		
Address		
Website		
Telephone Number		
Email Address		
Key Information		
	Yes	No
Is the therapist accredited with the UKCP; BACAP or, in the case of the MSc, one of the professional associations of arts therapies?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have over five years' experience as a therapist or are a graduate of an EHU Counselling programme?	<input type="checkbox"/>	<input type="checkbox"/>
Is their approach akin to the ethos of your study?	<input type="checkbox"/>	<input type="checkbox"/>
Have you met spoken with the therapist to ensure they are a good emotional fit for you?	<input type="checkbox"/>	<input type="checkbox"/>