

## Registration form – Conflict & relationship coaching

Thank you for filling out this form. Please send it to me *before* we meet for the intake: [silvia@circlesforconnection.be](mailto:silvia@circlesforconnection.be). You can also type the information directly in a mail.

### Personal details

First name & name:

Address:

Phone number:

Mail address:

Date and place of birth:

Organization/company (if relevant):

Job/position:

VAT number (if relevant):

I register as:

- a private person
- an independent (with VAT number)
- via my organization/company

**My question**

*What is my question? What is the reason to ask for coaching/psychological counselling? Why now?*

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the user to write their response to the questions above.

## **My objectives**

***What would I like to change? What do I wish to develop further? What needs to be different in my job or life?***

## **Important information**

***What do I need to know about you?***

(E.g. use of medication; I am home with a burn-out; I have just resigned/been fired; I have financial issues; I would like to work online)

## Some important information

### Private practice – hours

#### **Tuesday**

12pm-1.30pm

2pm-3.30pm

4pm-5.30pm

6pm-7.30pm

#### **Wednesday**

10am-11.30am

12pm-1.30pm

2pm-3.30pm

4pm-5.30pm

A session is **1,5 hours**.

The **intake** takes place live or online, max 1hour.

We **plan a few sessions ahead**, so you are sure to have a place. This also allows us to use the time of the sessions in an optimal way.

It is possible to work **online** for one, some or for all sessions (e.g. when you are ill; when you live far from Leuven; when there is a lot of traffic; when you are abroad).

I send you a link to the **Zoom space**, at the latest one hour before our appointment.

If you come to the practice, make sure you are **punctual**, since there is no waiting room.

I will announce **holiday periods** in advance.

## **Cancellation policy**

If you warn me **at least 48 hours before** your planned session (mail, sms, phone), we can reschedule your appointment without any extra costs. Otherwise, you will have to pay for the session.

When you are **late**, I will contact you after 15 minutes to check what is going on.

## **Rates and payment**

There are **different rates** for private persons, independents (with a VAT number) and organizations/companies.

I will you send you an **invoice**. For private persons the rate is VAT included (80,00 €/hour).

For independents and organizations, we charge VAT.

## **Communcation**

Broekstraat 32  
3001 Heverlee  
Tel 0486/14.86 .33

Communication preferably by mail: [silvia@circlesforconnection.be](mailto:silvia@circlesforconnection.be)

When I work, my phone is on silent mode. You can leave a message on my answering machine. Or you can send me an sms (no whats app).

## Practical information

**Car:** you can park in the Broekstraat and the surrounding streets. Please do not forget your **parking disc**.

**On the Ring you need to pay!**

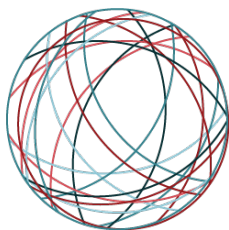
**Bus:** there is a bus stop at 100 m (stop "Naamsepoort") – Busses number 2, 600.

**Train:** there is a station in Heverlee (approx. 10 minutes walking). From Leuven station there are several busses (direction Naamsepoort). Leuven station is a walking distance of approximately 30 minutes.

**Bicycle:** there is a bicycle parking at the corner of the street. Please do not park your bike against the wall of the neighbours.

You are most welcome!

Silvia Prins



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