

Service Agreement - Counselling

This agreement is made between

Full Name of NDIS Participant	
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and Create A Sense of Place (Provider), to provide Counselling

This agreement will commence on (date)	
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for a duration of the NDIS plan, unless stated otherwise.

Plan Start date	
Plan End date	

Who is your Create A Sense of Place Coordinator?	
Their phone number	
Their email address	

Who is completing this form:

Are you completing this form for yourself as the participant?	Yes / No
If not, what is your relationship to the participant?	
Full name of person completing form	
Contact Phone number	
Email address of person completing form	

A copy of this agreement will be emailed to you.

NDIS Participant Details

Participant First Name	
Participant Last Name	
D.O.B	
NDIS number (This is a 9 digit number usually starting with 43)	
Address	
Phone	
Email	

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Is the Participant under the age of 18?	Yes / No
Parent Contact name	
Parent phone number	
Is Guardianship in place?	Yes / No
Type of Guardianship?	
Guardian contact information	

Counselling

We use a range of counselling approaches, your counselor will talk with you about their approach.

Pricing and Payment :

You are allocating Create A Sense of Place the following amount of funding	\$
Insert annual funding amount	\$
The hourly rate for this support is	
which equates to approx the following hours per year	\$
Pricing and Payment	



These prices are set by the NDIS and increase each financial year. From 1st July each year, we will claim at the new rates set by the NDIS for the duration of your plan. The NDIA will automatically increase your budget to align with the new prices.

We will communicate progress and outcomes with you using your preferred method of contact.

We may charge up to 90% of the hourly rate when a participant/nominee has cancelled a meeting after 3pm the day prior, or the participant/nominee has not shown up to a scheduled meeting. As stated in the NDIS Price guide.

We will raise an invoice for every claim made, and you may have access to this information at any time.

You can also view your participant statements made on your My Place Portal.

How the support will be provided

Create A Sense of Place will provide Counselling that supports your goals and aspirations, in line with the NDIS pricing guidelines. Counselling can include:

- Face to face sessions at your place of choice
- Telephone sessions
- Skype/Zoom sessions

Other areas we may claim for include:

- Report writing
- Recording case notes
- NDIS submissions if required
- Liaising with your support network should you wish
- Research
- Referrals
- Travel

***This service agreement will cover any plan extensions unless otherwise advised**

Consent

I,

Participant's name	
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state that information given to Create A Sense of Place is true and correct. I understand that all information provided will remain private and confidential.

Agreement Signatures

All parties agree to the terms and conditions of this agreement.

Name of NDIS Participant	
Name of Person completing this form (if not participant)	
Relationship to the participant	
Signature	
Date	
We acknowledge we were given the 'Rights, Privacy, Complaints and Feedback' Participant Handbook.	Yes / No

Please enter the email addresses of people who you would like to receive a copy of this service agreement

Email 1 - Participant email	
Name and relationship	
Email 2 - Participant Nominee	

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Name and relationship	
Email 3 - Create A Sense of Place team member (just copy and paste the email address used by your coordinator to send this form to you)	
Name and relationship	

On Behalf of Create a Sense of Place:

Representative Name	
Position	
Representative Email	
Signature	
Date	

Everything will be emailed to the addresses above, along with your Participant Handbook.

Thank you for taking the time to complete this agreement.