***Southern Taiwan University of Science and Technology***

***Counseling and Guidance Division***

 **Counseling Guidelines (個別諮商服務規定)**

I. The counseling service for students, staff and alumni of our school is free.

II. Each session takes 50 minutes and will be arranged once in a week.

III. If you are not available at the reserved time, please cancel the session via telephone or by yourself 24 hours before the session. (TEL:+886-6-2533131 ext.2220~2222)

IV. Your information will be kept extremely confidential and will only be disclosed to certain person in the following situation:

1. When endangering yourself and violate others’ life, freedom, property and security.
2. When violating the law (such as The Protection of Children and Youths Welfare and Rights Act, Domestic Violence Prevention Act, Genetic Health Act, Criminal Code of the Republic of China etc.)

V. The arranged counselor basically will not be the teacher or tutor who teach in your class this semester.

VI. You have rights to search for other counselors’ suggestions and cancel the counseling anytime, but be sure to finish the session with your counselor.

VII. Please sign your name and the date to show that you have been well-informed and agree the above statement.

Signature of Applicant:\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Counselor:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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