

MYNDVAL CATALYST Ltd

CLIENT INTAKE FORM

CLIENT INFORMATION

Full Name:

Preferred Name:: Gender:

Date of Birth: Occupationr:

Address:

Email address: Phone number:

Emergency contact Name:

Emergency Contact Number:

HEALTH

Doctor's Name and Address:

Date of last check-up:

Medications being taken:

Health Problems
(Past & Current):

Addictions Drinking Smoking Drugs Gambling Compulsive Behaviour	Anxiety Stress Fears Phobias Panic Attacks Guilt Relaxation	Eating Problems Food / Diet Weight Problems Anorexia Bulimia Exercise	Depression Confidence Self-Esteem Motivation Achieving Goals Procrastination
Career Issues Interview Skills Nerves Public Speaking Concentration Exams Memory	Sexual Problems Fertility IVF Conception Pregnancy Birth	Pain Control Hearing Sight / Vision Mobility Skin Problems Hair Growth	Relationships Childhood Problems Sleep Problems

CLIENT CONSENT FORM

SELF-ASSESSMENT QUESTIONS

Least Likely

Most Likely

I make good decisions and life choices.

1 2 3 4 5 6 7 8 9 10

My life has meaning and purpose.

1 2 3 4 5 6 7 8 9 10

I recognize my limiting beliefs and take action.

1 2 3 4 5 6 7 8 9 10

I am comfortable with who I am.

1 2 3 4 5 6 7 8 9 10

I am true to myself.

1 2 3 4 5 6 7 8 9 10

I accept that I am lovable.

1 2 3 4 5 6 7 8 9 10

I am deserving of a loving relationship.

1 2 3 4 5 6 7 8 9 10

CLIENT'S CONSENT

- I confirm that I have provided accurate and complete information to the best of my knowledge.
- I understand that Rapid Transformational Therapy (RTT®) is a therapeutic approach and not a substitute for medical treatment, diagnosis, or advice.
- I acknowledge that RTT® Practitioners do not work with clients who experience or have psychosis, epilepsy, auditory/visual hallucinations, dissociative disorders, personality disorders, schizoaffective disorder or schizophrenia. I confirm that none of these conditions apply to me.
- I understand that results cannot be guaranteed, as outcomes vary between individuals. I take full responsibility of my own wellbeing during and after the session(s).
- I consent to participate in RTT® sessions and agree to the terms outlined in the Privacy Policy and Terms and Conditions provided to me.
- I have supplied precise emergency contact details in case they are required.

By signing below, I confirm that I have read, comprehended, and agree to the checklist and the lash lift procedure outlined above.

Client's Name and Signature:

Date:

MYNDVAL CATALYST Ltd

TERMS AND CONDITIONS

CLIENT TERMS AND CONDITIONS

- Please read these terms and conditions carefully, as they apply to the provision of my professional services. By booking a session, you are agreeing to these terms. If you are unable or unwilling to agree, please do not proceed with booking.

FREE INITIAL CONSULTATION

- You may be offered a free 20-minute online consultation via Zoom.
- No therapy will be provided during this consultation.
- The purpose of this call is to discuss your presenting concerns, determine whether we are a good fit to work together, and outline the best way forward.
- Any estimate of the number of sessions required is a guideline only and may change as therapy progresses.
- Prices may vary depending on the focus areas covered during or after this consultation.

BOOKINGS & PAYMENT

- All sessions are currently conducted online via Zoom.
- If you choose to continue after the free consultation, payment is required upon booking your deep-intake and intention-setting session.
- Packages must be paid in full at the time of booking unless otherwise agreed in writing.
- Where payment has not been received at least 24 hours before your session, your booking will be cancelled and may be offered to another client.

CANCELLATIONS, RESCHEDULING & REFUNDS

Cancellations & Rescheduling

- At least 48 hours' notice is required to cancel or reschedule a session.
- Sessions cancelled with less than 48 hours' notice are non-refundable

Refunds

- Session fees cover my professional time and expertise. Outcomes cannot be guaranteed; therefore, no refunds will be issued for completed sessions.
- For pre-paid packages or programs, if you discontinue before completing all sessions, a pro-rata refund will be provided. Attended sessions will be charged at the full standard session rate before calculating the balance.

SESSION FEES

- Fees will be confirmed with you before booking.
- Fees may be subject to review, and any changes will always be communicated in advance.

PAYMENT METHODS

- Payments can be made via credit/debit card or PayPal™.
- Cash or cheque payments are not accepted unless agreed in advance.

CONTACT BETWEEN SESSIONS

- Contact between sessions is limited to email, phone, or written communication during office hours.
- Messages received outside office hours will be addressed the following working day.

MEDICAL OR PSYCHOLOGICAL CONDITIONS

- You may be asked about your medical history to ensure RTT® is appropriate and safe for you.
- If you are receiving care from another healthcare professional (GP, Psychologist, Psychiatrist, or Counsellor), I may require their consent before beginning therapy.
- Please inform me of any medical or psychological changes during your course of therapy.
- Please note:
- For your safety and wellbeing, RTT® may not be suitable if you experience or have a history of psychosis, epilepsy, auditory/visual hallucinations, dissociative disorders, personality disorders, schizoaffective disorder, or schizophrenia.
- If you're unsure whether RTT® is right for you, please reach out before booking so we can discuss the best options for your care. ❤️

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TERMS AND CONDITIONS

AGE RESTRICTIONS

- Clients must be 18 years or older for online sessions.
- Clients under 18 must be accompanied by a parent/guardian and will only be seen in-person (not online).

ATTENDING YOUR SESSIONS

- Please ensure you are ready at your scheduled start time on Zoom start time.
- If you are late, I will do my best to accommodate the full session, but this cannot be guaranteed due to subsequent bookings.

HYPNOTHERAPY RECORDINGS

- Any recordings provided are for personal use only.
- Do not listen while driving, operating machinery, or engaging in activities requiring full attention.
- Recordings must not be copied, shared, or distributed in any form.

OUTCOMES OF SESSIONS

- While RTT is a powerful therapeutic approach, results vary for each individual and cannot be guaranteed.
- I will always apply my best professional skills and efforts to help you achieve your goals.

STANDARDS OF BEHAVIOUR

- I will treat you with respect and professionalism at all times.
- You agree not to cause harm to yourself, to me, or to others, and not to attend sessions under the influence of alcohol or recreational drugs.
- If you arrive under the influence or display abusive behaviour, your session will be terminated without refund, and future sessions may be refused.

CONFIDENTIALITY

- All sessions are strictly confidential, except in the following circumstances:
- You provide written consent for information to be shared.
- I am legally required by court order.
- There is risk of harm to yourself or others, or where issues of fraud, crime, or safeguarding.
- A report is requested by your GP or healthcare professional (a copy will be available to you on request).

LIABILITY & INDEMNITY

- By booking, you acknowledge that you are responsible for your own wellbeing and decisions during and after therapy.
- I, Valerie Ann Dela Cruz, accept no liability for damages arising from your participation in RTT or related services.
- You agree to indemnify and hold me harmless against any claims connected to your participation.

GOVERNING LAW

- These terms and conditions are governed by the laws of New Zealand.
- Any disputes will be subject to the jurisdiction of New Zealand courts.

TERMS UPDATES

- These terms may be updated from time to time without prior notice.
- If you return to therapy after a break, please review the latest version of these terms.

DATA PROTECTION

- Your personal data will be collected, stored, and processed in line with my Privacy Policy.
- By booking a session, you agree to this policy.

CONCERNS & COMPLAINTS

- If you have any concerns or complaints, please raise them directly with me in the first instance so we can work towards a resolution.

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PRIVACY POLICY

This Privacy Policy explains what personal data I collect, why I collect it, how it is stored, and under circumstances it may be shared. By booking sessions with me, you agree to the terms outlined below.

What Data Do I Collect and Why?

- Name and Age – Basic details to help me get to know you and tailor sessions appropriately.
- Address, Email, Phone Number – Used to contact you about your sessions. I will usually use the method you first contacted me with. If I cannot reach you, I may try an alternative.
- Next of Kin / Medical Professional Details – In rare cases, if I am concerned for your safety, I may contact your next of kin or healthcare professional. I will inform you if this becomes necessary.
- Session Notes – I keep brief, factual notes of our sessions. These notes are solely for professional purposes and help track your progress.

Will I Share Your Data?

- Your data will never be sold, traded, or used for marketing or unethical purposes.
- I may be required to share your information in the following situations:
 - * If required by law (e.g., court order or subpoena).
 - * If there is risk of harm to yourself or others.
 - * If fraud, crime, or safeguarding concerns are involved.
 - * During professional supervision (your first name only may be used, and confidentiality is strictly maintained).

How Do I Store Your Data?

- Session notes are stored securely as either:
- Hard copies kept in a locked cabinet, or
- Electronic files saved under initials only on a password-protected computer.
- Phone numbers may be stored in my business mobile using only your first name and last initial.
- Only I have access to your information.

How Long Will I Keep Your Data?

- Your personal data and session notes are retained for the period required by my professional insurance (currently 7 years from your last session).
- After this time, all personal records will be securely destroyed and your phone number will be permanently deleted from my mobile.
- If legal, professional, or insurance obligations change, the retention period may be extended accordingly.

Your Rights

- You have the right to:
 - * Request access to the information I hold about you.
 - * Ask for corrections if any details are inaccurate.
 - * Request deletion of your data where legally and professionally appropriate.

Please contact me directly if you would like to exercise these rights.