

## STUDENT REGISTRATION FORM

2019

This registration form is the first step in coming to our service, which includes Counsellors, Mental Health Nurses and Nurse Advisers.

If you are unable to complete this form please contact the Centre for Wellbeing on 01483 689498, [centreforwellbeing@surrey.ac.uk](mailto:centreforwellbeing@surrey.ac.uk), or see our webpages ([www.surrey.ac.uk/currentstudents/wellbeing](http://www.surrey.ac.uk/currentstudents/wellbeing)) for further information about accessing advice/support

We will contact you by University of Surrey email within 2 working days to offer an appointment date and time.

Please note our Extenuating Circumstance policy: If we have not seen you before or in the past 2 months we are unable to offer evidence for your Extenuating Circumstances request and you will need to speak to your GP.

Whilst you are waiting for your appointment, please be aware of the following sources of support, which you may use if you ever find yourself feeling overwhelmed:



**Samaritans** is a free confidential listening service available 24 hours per day, 365 days per year. Telephone 116123

Safe Haven  
in Guildford



**Guildford Safe Haven** is for face-to-face drop-in support. Located on 101 Walnut Tree Close, GU1 4UQ. Open from 6 pm – 11 pm, 365 days per year.



**CYP Haven for Under 18s** is for face-to-face drop-in support on Monday and Wednesday 4:30 pm – 8:30 pm, Sunday 12 pm – 6 pm. Located on 7 Ward Street, Guildford, GU1 4LH. Telephone: 07379 493941



**Centre for Wellbeing Duty Nurse** is for anyone needing to speak to a professional urgently because they are feeling unsafe. Available from 9:30 am to 4:30 pm, Monday to Friday (excluding Bank Holidays and University closure days). Just contact Centre for Wellbeing reception on 01483 689498.



**Please read and sign the form on this page**

**University of Surrey - Centre for Wellbeing**

**Data Protection and Confidentiality**

Centre for Wellbeing staff will treat any personal information which is communicated to them in the course of their work with you as confidential. Such information will be kept and used only for the purposes of administering, co-ordinating and ensuring that the Centre for Wellbeing provides you with the most appropriate support. All staff within the Centre for Wellbeing attend supervision or peer-support for their professional work and all such arrangements are confidential. Centre for Wellbeing staff may, if necessary, seek consultation with each other in order to provide the best care for you.

Occasionally, there may be a need for you to request your counsellor or advisor to make contact with, or provide information to others e.g. your doctor. To comply with the General Data Protection Regulations 2018 2016/679 (GDPR), the Centre for Wellbeing will only share personal information with appropriate academic, support staff or other professionals, if you give explicit and informed consent.

Circumstances may arise where the counsellor or advisor feels that you and/or other individuals are in danger. Should this situation occur, they may find it necessary to take independent action, but will seek to obtain your agreement beforehand if possible.

Notes outlining your care and the personal information you have provided will be kept in the Centre for Wellbeing on our electronic data base. Under the terms of the General Data Protection Regulations 2018 2016/679 (GDPR) you have right to access personal data held on a Centre for Wellbeing file. For more information please speak to your counsellor or advisor.

All counselling staff in the Centre for Wellbeing adhere to the British Association for Counselling and Psychotherapy (BACP) ethical framework. Advisors in the team work within the Nursing and Midwifery Council (NMC) Standards of Conduct, Performance and Ethics, and the Health and Care Professions Council. Copies of these documents and the Centre for Wellbeing Policy on Data Protection are available on request.

If you have any concerns about confidentiality and record-keeping, you should discuss this with your counsellor or advisor.

Agreeing with the above does not impact on any rights you might have under the Equality Act 2010.

I understand and agree with the above conditions:

**Name**.....

**Signed**.....

**Date**.....

**In order to evaluate our services, we may ask you to give feedback at the end of each session via a short questionnaire. This is completely anonymous and the member of staff you see will not be aware of what feedback you give. You also have the right not to give feedback if you prefer.**

**UNIVERSITY OF SURREY CENTRE FOR WELLBEING 2019  
REGISTRATION FORM – STUDENTS**

**FOR OFFICE USE ONLY**  
**Core No:**

*All the information you provide is protected under the terms of the General Data Protection Regulations 2018 2016/679 (GDPR)*

<b>First Name (and preferred name if different):</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Age:</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> prefer not to say
<b>Term Time Address:</b>			
<b>Mobile:</b>		Is it OK to leave a message on your mobile?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>University of Surrey Email Address:</b>		<b>Student Number:</b>	
<b>Referral:</b> Who suggested that you should come to the Centre for Wellbeing? Tick the prime referrer <input type="checkbox"/> Self <input type="checkbox"/> Parents/Family <input type="checkbox"/> Friends <input type="checkbox"/> Student Services Centre <input type="checkbox"/> Personal Tutor <input type="checkbox"/> Wardens <input type="checkbox"/> Student Union <input type="checkbox"/> ALS <input type="checkbox"/> GP <input type="checkbox"/> Security <input type="checkbox"/> Chaplain <input type="checkbox"/> Other (please specify)			
<b>Ethnicity:</b> <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Other White <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Mixed background <input type="checkbox"/> Chinese <input type="checkbox"/> Asian or Asian British Indian <input type="checkbox"/> Asian or Asian British Pakistani <input type="checkbox"/> Asian or Asian British Bangladeshi <input type="checkbox"/> Other Asian or Asian British <input type="checkbox"/> Black or Black British Caribbean <input type="checkbox"/> Black or Black British African <input type="checkbox"/> Other Black or Black British <input type="checkbox"/> Other <input type="checkbox"/> Not Stated			

<b>Are you:</b> <i>[Please tick all that are relevant]</i> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		<b>Level of Study:</b> <input type="checkbox"/> BA <input type="checkbox"/> BEng <input type="checkbox"/> BMus <input type="checkbox"/> BSc <input type="checkbox"/> Diploma <input type="checkbox"/> LLB <input type="checkbox"/> LLM <input type="checkbox"/> MBA <input type="checkbox"/> Meng <input type="checkbox"/> MChem <input type="checkbox"/> MCom <input type="checkbox"/> MMus <input type="checkbox"/> MPhil <input type="checkbox"/> MPhys <input type="checkbox"/> PsychD <input type="checkbox"/> MA <input type="checkbox"/> MRes <input type="checkbox"/> MSc <input type="checkbox"/> PhD <input type="checkbox"/> PGDip <input type="checkbox"/> PGCert <input type="checkbox"/> Foundation <input type="checkbox"/> Other (please specify)	
<b>Are you a:</b> <input type="checkbox"/> UK student <input type="checkbox"/> EU student <input type="checkbox"/> International student			
<b>Faculty:</b>	<input type="checkbox"/> Faculty of Arts and Social Sciences <input type="checkbox"/> Faculty of Engineering and Physical Sciences <input type="checkbox"/> Faculty of Health and Medical Sciences	<b>Department:</b>	
		<b>Course:</b>	
<b>Current Year of Study:</b> (on this course)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Other _____ Are you due to graduate this year? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Have you used the Centre for Wellbeing service before?  Yes  No

Have you previously had or are you having help from counselling/psychological/psychiatric services?

Yes  No

If yes, please give brief details.

**Details of your GP** (This information is used in emergencies only – we do not normally feedback to GPs)

Guildowns NHS

Other - Please give details:

Are you taking any prescribed medication?  Yes  No

Please provide details:

Do you consider yourself to have a disability, as defined by the Equality Act 2010  Yes  No

*A disability is a physical or mental impairment which has a substantial, and long-term adverse effect on the student's ability to carry out normal day-to-day (including study) activities (Equality Act 2010).*

**Additional Learning Support (ALS) provide academic support and adjustments for students with disabling conditions.**

Further details regarding ALS can be found at [www.surrey.ac.uk/currentstudents/study/als/](http://www.surrey.ac.uk/currentstudents/study/als/)

What brings you to the Centre for Wellbeing?

Please indicate your most important reason for contacting us:

I have a mental health condition and would like to be given advice and direction

I would like a space to talk

I would like advice about a physical condition that is impacting on my wellbeing

I am concerned that my eating/weight is impacting on my wellbeing

I am interested in the exercise referral programme

I would like to be given advice and guidance about cannabis usage

I would like to be given advice and guidance about alcohol

Other (please indicate below)

<b>These questions ask about the effect of your problems on your university experience. Please tick the most accurate answer to reflect how you are currently feeling:</b>	<i>Not at all</i>	<i>Only occasionally</i>	<i>Sometimes</i>	<i>Often</i>	<i>Most of the time</i>
To what extent are you considering leaving your course because of your problems?					
To what extent would you say your problems are affecting your study (e.g. attendance, assessments)?					
To what extent would you say your problems are affecting your overall experience at university?					

**Availability for Appointments**

Appointments are available at the times set out below. We will try to offer times when you are available but may offer alternatives to reduce the waiting period.

**Please tick the times you are available. (Very restricted availability is likely to delay access to appointments)**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8.00 – 8.50					
9.00 - 9.50					
10.00 - 10.50					
11.00 – 11.50					
12.00 – 12.50					
13.00 – 13.50					
14.00 – 14.50					
15.00 – 15.50					
16.00 – 16.50					

**OR: I am prepared to attend at any time**

**Please indicate if you have any special requirements when attending an appointment (e.g. wheelchair access):**

## Office Use Only

Type of Support Offered:

- Duty
- Urgent Consultation (orange)
- Consultation (20 minute yellow)
- Wellbeing Advisor (Mental Health) (20 minute yellow)
- Nurse Advisor (20 minute yellow)
- Eating Disorder Advisor (50 minute)
- CUBIC appointment
- BIAA appointment
- Exercise referral

Referred to:

- GP
- ALS
- Other

Allocated to Counsellor/Adviser:

Suitable for Honorary:  Yes  No  
Suitable for Trainee:  Yes  No

Appointment date:

Email sent  Telephone called  
Date:

Confirmation  
from client  
Date: