

COST ASSESSMENT for PSYCHOLOGICAL COUNSELING



PROCEDURE

1. **Contact the ÖH-DUK (buero@oeh-duk.at, 02732/893 2045) for referral to the Hilfswerk Niederösterreich.**

The cost of psychological counseling (50 minutes) by the Hilfswerk Niederösterreich will only be covered by the ÖH-DUK after referral from the ÖH-DUK to the Hilfswerk Niederösterreich.

2. **Appointment between the student and the Hilfswerk Niederösterreich**

After the student has contacted Hilfswerk Niederösterreich, Hilfswerk Niederösterreich will make an appointment with the student for a psychological counseling session.

3. **Verification of right study at the University of Continuing Education Krems**

Hilfswerk Niederösterreich verifies that the student is a current student at the University of Continuing Education Krems by presenting the student ID to Hilfswerk Niederösterreich.

4. **Declaration of consent**

The student confirms by signature on a "[Declaration of Consent](#)" form available at Hilfswerk Niederösterreich that he/she agrees to his/her first and last name as well as his/her matriculation number being listed in the monthly stat.

5. **Counseling session**

The student will receive psychological counseling from Hilfswerk Niederösterreich at the agreed upon appointment in the extent of one counseling session (duration 50 minutes). The counseling session is offered by Hilfswerk Niederösterreich in German or English.

6. **Appointment confirmation**

After the psychological counseling session, the appointment will be confirmed by Hilfswerk Niederösterreich and the student by means of an "[appointment confirmation](#)".

7. **Assumption of costs**

The ÖH-DUK assumes the costs for the consumed psychological counseling (duration 50 minutes). The billing will include the name and matriculation number of the student.

8. **Assumption of further psychological counseling**

In cases where the need for further psychological counseling becomes, the student can submit an "[Application for Approval of Further Psychological Counseling](#)" directly to the ÖH-DUK. The number of further counseling units recommended by Hilfswerk Niederösterreich will be confirmed on the application form by Hilfswerk Niederösterreich. The granting of further counseling units will be decided by the ÖH-DUK on a case-by-case basis. There is no legal claim. The application must be submitted to the ÖH-DUK as an original document.