**Agreement**

To all users of online consultation

In receiving a consultation, the relationship between the consultant and the person receiving the consultation is important. In order to maintain that relationship, we make the following promises:

1. Users apply only to:

Students, faculty, and staff of the School of Engineering, Graduate School of Engineering, and Graduate School of Informatics

Students, faculty, and staff of the School of Engineering and the Graduate School of Informatics

2. Services

Comprehensive and entry-level services are provided by experienced staff who have many years of experience working as school nurses at elementary to senior high schools and special needs schools.

School Nurse Office can provide counseling for when you are feeling deeply troubled, lonely, sad, angry, or too stressed. And we offers a safe environment for visitors to feel comfortable and consult with the staff in confidentiality.

3. Period of consultation

50 to 60 minutes per session.

4. Confidentiality

Patient care information will be kept strictly confidential. School Nurse Office, however, reserves the right to share the information among its staff to address the individual's needs as a team.

For the purpose of enhancing the effectiveness of support, the information may also be shared with related departments with the written consent of the patient.

Individually identifiable information in possession will be anonymized before using it as *basic data* for improving business management and services or internal activities.

Additionally, the individual's emergency contact will be notified of any life-threatening condition or involvement in an incident. Even in this case, we will do its best to obtain the individual's consent in advance.

5. Reservations

To make a reservation, the **Online User Card** and **Agreement Form**, which are downloadable from the homepage, the applicant must fill out and attach them to a reply email to the School Nurse Office. The applicant must also set a password and share it with us in a separate e-mail. Appointment details will be mailed out with a request for confirmation during School Nurse Office's business hours. The applicant must confirm the appointment before arriving at School Nurse Office.

If the appointment needs to be changed, the applicant should inform us by email as soon as possible.

Any questions or concerns about this Agreement can be addressed to School Nurse Office.

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I understand and agree to the above information and requirements.

Name　　　　　　　　　　　　 Year /Month/ Day