



# Life Coaching Booking & Policies Agreement

## Life Coaching Booking & Policies Agreement

Effective 07/05/2025

Welcome, and thank you for choosing to work with me! To ensure a clear, respectful, and professional coaching experience, please review the following policies before scheduling or continuing services.

### CONFIDENTIALITY

All sessions are private and confidential. Your personal information and anything discussed during coaching will not be shared without your consent, unless required by law.

### BOOKING SESSIONS

- All sessions must be booked via the official booking calendar or by direct agreement.
- Payment is required in advance to secure your session time.
- Sessions are conducted via Zoom or phone (your preference).
- You will receive confirmation and a reminder email before each session.

### CANCELLATION + RESCHEDULING

- Please provide at least 24 hours' notice if you need to cancel or reschedule a session.
- Sessions canceled with less than 24 hours' notice are non-refundable and non-transferable.
- One reschedule per session is allowed with proper notice.



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## PAYMENT & REFUND POLICY

- All payments are due before your first session or upon purchasing a package.
- I accept payment via [insert accepted methods-e.g., Stripe, PayPal, bank transfer].
- All sales are final. Refunds are not offered for completed or missed sessions.
- If I cancel a session due to an emergency, we will reschedule at your convenience.

## PACKAGES & EXPIRATION

- Packages (e.g., 4- or 6-session programs) must be used within 90 days of the first session unless otherwise agreed upon.
- Unused sessions after this timeframe may be forfeited.

## COACHING AGREEMENT

- Coaching is not therapy, mental health treatment, or medical advice.
- Clients are responsible for their own actions, decisions, and outcomes.
- I am here to guide, support, and challenge you-but true transformation depends on your commitment to the process.

## LATE ARRIVALS

- If you arrive late, your session will still end at the scheduled time to respect other clients.
- If you're more than 15 minutes late without notice, the session will be considered a no-show and



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will not be refunded.

### CLIENT COMMITMENT

By booking a session, you acknowledge that you have read, understood, and agreed to these policies. This creates a strong, respectful foundation for our work together.

Thank you for honoring this agreement. I'm excited to support your growth!

Senica Jackson

Certified Life & Relationship Coach

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