**Shining Light Coaching Services**

**Hello! Thank you for taking the step in joining Shining Light Coaching Services. Below you will find listed a few rules for you (the student) and myself (your instructor). Please go over everything carefully and sign in the assigned spots.**

**RULES AND REQUIREMENTS**

**1. It is your responsibility to make sure you attend all of your scheduled coaching sessions. As a client/student, you want to make sure to mark your times on your calendar and keep track. There will be no UNEXCUSED absences whatsoever.**

**2. It is your responsibility as the student/client to make sure that you let me (the coach) know if you are unavailable to make said appointment(s) at least 24 hours in advance.**

**3. It is your responsibility as the student/client to make sure that YOU reschedule any missed session(s).**

**4. It is YOUR responsibility as the student/client to make sure you fulfill all duties and requirements in said contract.**

**\*Failure to do so can terminate your entire contract whether your sessions have been paid in full or not.\***

**PAYMENTS**

**Payments are made in one of four ways: PayPal, Cash App, Zelle, and Venmo.**

**All sessions/courses MUST be PAID IN FULL unless you have opted into a current payment plan and there is an agreement in place.**

**Payment plans are for those who desire to use it and those payments must be paid on time and on schedule.**