

Life Coaching Agreement

Welcome!

Thank you for choosing Catalyst Life Coaching, LLC to reach your goals! I look forward to working with you to affect positive changes in your life. The information below outlines policies and procedures, and the Coach-Client relationship.

The following represents the Contract entered by and between **Catalyst Life Coaching, LLC**, and _____, (known as the “Client”) whereby the Coach agrees to provide Coaching Services focusing on _____ and as set out below (Catalyst Life Coaching, LLC). Please read this agreement carefully and present any questions or concerns prior to signing the contract. Upon acceptance by the Client, this agreement shall begin and remain valid for the duration of the Coach-Client relationship.

Schedule and Fees

The Contract shall be for a period of _____ month(s), beginning on _____ day of _____, 20____, and ending the _____ day of _____, 20____. The number of sessions per month shall be _____. The duration of each session is 45 minutes. Payments will be made at least 24 hours prior to the scheduled session. Failure to pay may result in a cancelled session. Payments can be made through Venmo @jenkreinCLC. The Client may contact the Coach between sessions via email (jenkrein@catalystlifecoaching.net) and text (267-818-9763).

Services

Catalyst Life Coaching services are via telephone. Coaching is a co-creative partnership between the Coach and the Client that focuses on bringing about awareness in the Client in order to maximize their personal and professional potential. The Client will bring an “agenda,” (what the Client would like to take away from each meeting) to each session and the Coach will implement honed communication skills to inspire a shift in thinking that will aid the Client in movement toward their goal(s). Success in this process depends greatly on the Client’s commitment and openness to the process. The Client will communicate to the Coach, at any time, if they believe that the process is not producing the desired

outcome. **Note: Life Coaching is not a means of diagnosing or treating mental disorders as defined by the American Psychiatric Association, and it is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical, or other qualified professionals, and it is the Client's exclusive responsibility to obtain professional guidance as needed.** If the Client is currently in the care of a mental health professional, it is recommended that the Client promptly inform their mental health care provider of the nature and extent of the agreed upon Coach-Client relationship.

Procedure

The Client agrees to phone the Coach at the scheduled appointment time. Commitment to starting and finishing each session on time will be upheld by the Coach and the Client. A delay in session of 10 minutes or more will constitute a cancelled session and the Client will forfeit the session fee.

Confidentiality

All information (documented or verbal) shared by the Client with the Coach is bound by the principles set forth in the International Coaching Federation (ICF) Code of Ethics (*Coachfederation.org/ethics*). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior. Please note that the Coach-Client relationship is not a legally confidential relationship and, therefore, not subject to the protection of any legalized privilege. The Coach will not disclose the Client's name or any information pertaining to the Client without the Client's written consent.

Cancellation Policy

A notice of 24 hours is required to cancel or change the time of appointment. Sessions cancelled in a timely manner will be re-scheduled to the best of my availability. If the Client does not cancel in a timely manner, or cancels frequently, the Coach reserves the right to terminate the coaching relationship. Cancellations (less than 24 hours before) and/or no-show appointments will be billed to the Client for the full amount. Emergency cancellations will be handled on a case-by-case basis.

Termination of Services

Either the Client or the Coach may terminate this Agreement at any time. The Client agrees to pay fees due to Catalyst Life Coaching, LLC for all coaching services rendered through and including the effective date of termination or the coaching relationship.

Limitation of Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

Entire Agreement

This Contract reflects the entire agreement between the Coach and the Client. The Coach shall remain blameless and will not be held responsible for any consequences or adversities including, but not limited to, financial, personal employment, or other losses arising from decisions or actions the Client may make as a result of the services provided by Catalyst Life Coaching, LLC.

Client

Date

Life Coach

Date