

Attendance Contract

To maximize the benefits of coaching, it is very important that all scheduled appointments be attended. The consistency of attending coaching sessions assures that you will obtain maximum benefit and assists you in meeting your goals. Missed or late appointments disrupt the coaching schedules, which impacts you, your coach, and other clients. By signing this form, you indicate that you understand the attendance policy and the consequences of not keeping your appointments. We anticipate that you will adhere to the following:

1. I understand that any appointment missed for any reason is considered an absence. Two times tardy for coaching equals an absence.
2. I agree to contact Unclustered Coaching LLC to cancel my appointments at least 24 hours in advance of the scheduled appointment time. If I do not call to cancel and do not attend coaching, this will be considered a "no-show." The current no-show fee is \$199 for a 30-minute session and \$349 for a 60-minute session. If appointments are not canceled at least 24 hours in advance, you may be charged a late cancellation fee and may be ineligible to schedule follow up appointments. The current late cancel fee is \$149.
3. I understand that missing three scheduled coaching appointments in a six-month period are grounds for discharge from coaching. If I must cancel an appointment due to an illness or emergency, I will contact my coach and / or the office as soon as possible. Family emergencies will be taken into consideration on a limited basis.
4. I understand that two "no-shows," within a six-month period are grounds for discharge from coaching.
5. I understand that if I arrive more than fifteen minutes late without prior notification, I may not receive coaching that day. Sessions that begin late will still end at your scheduled appointment time.
6. I agree to notify the coach at least two weeks in advance of vacation or extended leave of absence if we have a pattern of scheduling in regular and consistent time slots. Your coach will discuss this with you if applicable.

Client:

Signed by:

Print:

Date: