

Amy Luzar, MSSA, LISW-S
Informed Consent
COACH-CLIENT SERVICE AGREEMENT

Welcome to the coaching process. Coaching is a unique opportunity to access the best parts of your own resiliency to help you move through a time of transition. In coaching, we will take a holistic approach to skill building and managing internal and external resources. It is an honor to keep you company as you embark on this process.

This *Coaching Registration Form* represents your understanding and *Informed Consent* for the coaching relationship between us. You may revoke this Agreement at any time. However, under certain conditions, I may be unable to act on the revocation. These circumstances include a situation where you have not satisfied your financial obligations with me.

MEETINGS

My coaching hour is 50 minutes. A longer session is prorated based upon my hourly rate. Our first appointment may run between 60-75 minutes for me to gather crucial information about how we may best work together. In individual coaching, I typically see new clients once a week for us to establish solid coaching ground. Clients often maintain this weekly schedule until they (or we) agree that a less frequent schedule is more appropriate. In divorce or marriage coaching, the schedule may be somewhat different. If we are working on a document or task such as a Shared Parenting Agreement, we may meet more frequently or for longer periods of time to meet a deadline.

PLEASE NOTE: You will be responsible for a late cancellation fee unless you provide 24 hours advance notice of cancellation. You will also be charged for any “No Show” appointment. Because this hour is established and reserved specifically for you, the charge for any late cancellation or missed appointment is your FULL appointment fee.

PROFESSIONAL COACHING FEES

My fee for your initial appointment is \$290, for both individual and couples coaching. Subsequent appointments, based on a 50-minute coaching hour, are \$250. Appointments that run over the 50-minute coaching hour are pro-rated. I also charge for other professional services you may need. These services include, but are not limited to:

- Report and letter writing
- Telephone conversations/coaching
- Telephone conversations with other professionals
- Collateral or professional consultation
- Preparation of session notes or summaries
- Phone time with the professional team (if you are in a collaborative divorce)
- Reading and answering email
- Time spent performing other professional services you may request of me (If you are involved in a ‘collaborative divorce’ process, this can include: four-way and five-way meetings, travel, drafting of the Parenting Plan)

- Travel fees
- These fees are subject to change

I do not appear in court on behalf of clients ***under any circumstances***. By initialing below, you are acknowledging that you will not attempt to engage me in a court related process or subpoena me to testify on your behalf. If you try to subpoena me, I will attempt to quash it or hire an attorney to fight it. Involving me in your litigation will only harm our ability to work together and will likely harm or discredit you, as it will allow the other attorney access to your personal work.

_____ (initial) I understand and agree not to involve Amy Luzar in any legal matter to which I may be a party to. _____ (date)

If you break this agreement, I will terminate our working relationship. You will also be charged a fee of \$350.00 per hour for any of my time spent preparing to answer a subpoena that came per your request or due to legal action you are involved in.

_____ (initial) I understand that if I break the above agreement, my coaching relationship with Amy Luzar will be terminated and I will be charged \$350.00 per hour for the time to answer the subpoena or appear on my behalf. _____ (date)

CONTACTING ME

If you call my office and I am not available, you may leave a message for me on my voicemail 216-973-9976 or email me at amy@amyluzar.com. I check my messages frequently and attempt to return calls within 24 hours. I do not answer my phone or email during coaching sessions. Any crisis or emergency that may arise should be handled by your mental health professional or therapist.

LIMITS ON CONFIDENTIALITY

Since coaching is not paid by insurance nor is it a medical procedure or clinical relationship, it does not have the same rules of confidentiality that people have with a medical provider. Coaching includes no diagnosis or medical coding and is not a HIPAA (Health Insurance Portability and Accountability Act) protected relationship.

I understand coaching is not a HIPAA relationship. _____ (initial) _____ (date)

Note:

Those involved in collaborative divorce proceedings need to remember that all coaching notes are emailed to all members of the collaborative team and that your collaborative divorce notes are not confidential documents. _____ (initial)

BILLING AND PAYMENT

You are expected to pay in full for each session at the time of service. Payment for other professional services will be due at your next appointment or by the due date of your invoice. There will be a 3% surcharge for credit card payments. If your account has not been paid for more than 60 days, and arrangements for payment have not been agreed upon, I have the option of using legal means to secure the payment. This may involve hiring a collection agency or going through small

claims court, which will require me to disclose otherwise confidential information. In most collection situations, the only information I release regarding a client is demographic information (i.e., name, employer, nature of services provided, amount due), completely unrelated to the details of coaching. If such legal action is necessary, these costs will be included in the claim.

OTHER

The coaching relationship is about active transformation and support through transition. It is often challenging and frustrating but rewarding as well. I am so pleased to be able to work with you on supported resilient change. I have seen people connect with the strongest parts of themselves in a present centered change process like coaching. Welcome!

RESPONSIBLE PARTY (Regarding financial obligation for Coaching Services)

Name: _____ Phone # _____ DOB: _____

Street Address: _____ City: _____ St: _____ Zip: _____

I am interested in the following type(s) of Coaching:

- ☐ Life Coaching
- ☐ Relationship Coaching
- ☐ Collaborative Divorce Coaching
- ☐ Parent Coaching
- ☐ Other Divorce Coaching
- ☐ Child Specialist Coaching
- ☐ Communication Coaching
- ☐ Other

By signing this document, I demonstrate my understanding that Coaching is not therapy or any type of counseling. This means that no type of psychiatric assessment or diagnosis will be made by Amy Luzar on my behalf. As a result, coaching is not billable to insurance companies. If therapeutic services are needed, referrals can be made for those services.

By signing this document, I also demonstrate that I have reviewed the Informed Consent and Coach-Client Service Agreement and agree to its terms.

Client/Guardian Signature

Date

updated 5/1/2025