

LIVING *in the* WAKE of ADDICTION



Policy Sheet

The cost of your initial 90 minute session fee is \$110.00 and **is due 48 hours previous to our scheduled appointment via PayPal on my website unless other financial arrangements have been previously made.** A complete schedule of all my coaching fees is available on my website. **All coaching fees are due 48 hours previous to scheduled appointments via PayPal unless other arrangements have been made previously.**

Coaching sessions are typically scheduled on a certain day at a certain time. There is flexibility within this model but it generally makes scheduling and planning easier. **If you need to miss a session, I require a twenty-four hour advance notice.** Schedule permitting, your session will be rescheduled for a different time that week. Unless there are extenuating circumstances, forgotten or missed appointments will be waived once. If the new appointment date is missed, another payment will have to be made in advance of the next scheduled session.

Generally speaking, the fact that you are receiving coaching is confidential and so is the content of whatever you share. However, in order for us to thank referral sources or serve as a resource between clients, it may be helpful to disclose that you are a coaching client. Let me know if it is acceptable for me to reveal that you are a client under these circumstances. The content of our discussions will always be held strictly confidential. If a third party pays for coaching, I need your permission to release non-specific, general progress information to them, if they have requested it.

Coaching is based on the belief that each client is resourceful, creative, capable and self-responsible. Therefore, it is my policy to ask clients to agree to a “hold harmless clause.” That is, as a client you agree to accept total responsibility for the outcome of any decisions or actions taken on the basis of the coaching relationship. **Coaching, while it may have psychological benefits, is not to be construed as psychotherapy, but rather as a resource for self-examination, goal setting and goal achievement.**

Signed _____ Date _____