

Balancedlife Coaching UK



Terms and conditions

- Session Day/Time:** Day and time of sessions will be agreed upon and scheduled for a specific day and time and reviewed monthly. Any changes must be made via email at least 24 hours in advance.
- Session options** Initial 30 min session is complementary.
Sessions last 30 or 50 minutes and can be purchased in advance as single sessions or part of a package.
- Rates:** Rates depend on services contracted and will be discussed during the initial session.
- Session/Call procedure:** The coach will call via Skype or phone to a landline on the prearranged day and time scheduled. If a mobile is required a local UK number will be provided for the client to make the call. The allotted time will begin when the call is placed.
- Session/Call Etiquette:** As best as possible make sure you're in a quiet place, free from interruptions and distractions.
- Extra time:** If we run over, don't worry. I'm prepared for some things to take longer than the scheduled time -some things, not everything.
- E-mail and Updates:** If you're facing a difficult challenge or an exciting development, I want to know. Call max 10 min. or e-mail me for a quick update.
- Session recording:** As part of accreditation and supervision to maintain the quality of my service as a matter of course I record my sessions. If you are unwilling to have your sessions recorded please do not hesitate in letting me know.
- Termination:** This agreement is for six months and maybe extended following the initial six month with the mutual agreement of both parties. Should the coachee or the coach determine that insufficient progress or cooperation exists after the initial 30 day period either party may cancel the agreement without recourse other than full payment for the period to date. Cancellations must be in writing by email.
- Confidentiality:** The client/coach relationship is both personal and highly professional. My clients must always feel safe in what they share. I encourage you to share the unexaggerated truth with me – I'm ready to hear it and it remains safely in my care. I have a strict NO DISCLOSURE policy.
- Referrals:** I love and appreciate them! When you begin to see results - please share your experience and my name, with others.
- Satisfaction Guarantee:** I intend to bring the best of myself to my clients and strive to provide value during every call. If you have fully committed to coaching and participated in the process and acted upon agreed actions discussed in the session and complete all agreed upon projects and assignments within the first 15 days of coaching and you are not 100% happy with your progress I offer a full money back guarantee. After the first 15 days termination terms will apply.

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Balancedlife Coaching Agreement

As the COACH, I agree to the following:

- To, without judgment, explore and examine your current life plan and its effectiveness in getting you the results you want for yourself.
- To partner with you in crafting strategies to promote action in the direction of your most authentic self and your truest dreams.
- To stay in learning mode in order to continuously improve my skills allowing me to always bring value and cutting edge information to you as my client.
- I will honour you by being punctual, flexible, reliable, respectful, confidential and professional in all aspects of our coaching relationship. I will firmly adhere to the code of ethics as outlined by the Association for coaching UK and the BPS SGCP Special Group Coaching psychology.
- I will support you, champion you, challenge you and frequently make specific requests of you including assessments and homework.
- I will be honest and state openly that I am NOT qualified to diagnose or treat any medical or psychological condition. If there are medical or psychological factors at work in your life currently or should they become issues during our relationship, it is critical that you promptly seek the proper professional assistance.

_____CRSunney_____ (coach)

Date - _____

As the CLIENT I agree to the following:

- I have read and understand the details included in the Welcome Pack provided to me by the coach.
- I agree to be punctual, respectful and truthful at all times.
- I understand the nature of the coaching relationship. Furthermore, I realize that I alone am responsible for myself and any actions I take or don't take as a result of my coaching relationship. I hold my coach, Candice Sunney harmless from all legal action relating to the coaching relationship and services provided within it.
- I agree to the amount and terms of payment as outlined on my credit card payment through Paypal.
- I agree that it is up to me to bring my best to the coaching relationship and failure to do so will not lead to my full success. I therefore agree to take action when necessary, respect truth when revealed and complete all assignments with the best of my integrity.

_____ (client)

Date- _____