



Milestone Life Coaching and Consultancy

Life Coaching Contract

Terms and Conditions of Service

The client/coachee:

Please review this form, then complete, sign, and return it to me during/before your first/next coaching session.

Name: “Client/Coachee”

Age (I am over 18).....

Address.....

State.....Country.....Post code.....

Phone (inc area code)..... Mobile.....

E-mail.....

Number of Sessions Booked..... Number of hours agreed.....

Rate per session (AUD) : Hourly Rate (AUD).....

1. I understand that each coaching session will be between 60 and 90 minutes duration.
2. I agree that any extra time that goes beyond the session will be charged by half hourly blocks at the pro-rata hourly rate by mutual agreement in advance.
3. I, the client, agree to pay for any additional costs for activity outside of the coaching sessions – details to be by mutual agreement in advance.
4. I will pay all coaching fees in advance. I will give [24] [48] hours notice if I need to cancel or change the time of an appointment. Failure to do so will incur a fee of [\$xxx.xx] (one half of the per session fee).
5. I agree to follow up and perform any assignments or actions set for me.

6. I agree that the Milestone Life Coaching and Consultancy (or their agent) may communicate with me electronically at the email address provided.
7. I understand that all coaching sessions will be conducted by Mr Tim McNevin and no substitutes will be provided.
8. I understand that the timing of all coaching sessions will be negotiated with me in advance. Where such sessions need to be changed by the coach I will be notified as far in advance as possible and alternative arrangements will be made. Where this is not possible I will be refunded any funds paid by me for sessions not yet conducted.
9. I understand that the life coaching that is being provided does not substitute for counseling, psychotherapy or any mental health services. I am/am not (delete as applicable) under the care of a mental health professional. If I am under the care of a mental health professional I have discussed my entering into this Life Coaching with my mental health professional and we have agreed it would be suitable.
10. If requested, I will provide a letter of agreement from my mental health care professional.
11. As a client, I understand and agree that I am fully responsible for my well-being during, and arising from, my life coaching sessions, including my choices and decisions.
12. I understand that Life Coaching is a relationship and consultancy I have with my coach that is designed to facilitate the creation and development of personal, professional or business goals and to develop and carry out strategies and plans for achieving those goals. The focus of coaching is development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, job performance and satisfaction, or general conditions in the client's life, business, or profession. Coaching utilizes personal strategic planning, values clarification, brainstorming, motivational and other similar techniques.
13. I understand that Life Coaching is a comprehensive process that may involve all areas of my life, work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues and implement my choices is exclusively my responsibility.
14. I understand that all information I disclose is to be treated with confidentiality and will not be disclosed to any persons under any circumstances except in the instances where:
 - a. a referral is to be made (the coach will seek my permission to speak to this referral source)
 - b. the coach is ordered by a court or Government Agency to disclose information (I will be informed in any instance where this occurs)
 - c. the coach determines that there is a clear and imminent danger to me (the client/coachee) or others.
- ii. I also understand that three years after my consultancy has ended, the Life Coach will destroy my records and release them to no other persons.
- iii. I further acknowledge the difficulty in ensuring the confidentiality of information exchanged electronically (including email).
15. I understand that Life Coaching is not to be used in lieu of professional advice. I will seek professional guidance for legal, medical, financial, business, spiritual or

other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my responsibility.

16. I understand if I cease Life Change Coaching once it has commenced, no refund will be due.

Client

Signature.....Date.....

The Coach

I, Tim McNevin “Life Coach” agree to provide the coaching services to the client identified above “client/coachee”. The services to be provided by me are coaching, and/or tele-coaching, (may also include other forms of communication for example email) as designed jointly with the “client/coachee”.

These services will take approximately weeks or sessions.

I will discuss any additional sessions with the “client/coachee” and seek his/her agreement to these in advance.

At all times, I (the coach) will uphold the confidentiality of the client/Coachee. All information discussed with the Coach will be kept confidential, other than in the following circumstances:

- (a) a referral is to be made (the coach will seek the coachee’s permission to speak to this referral source)
- (b) the coach is ordered by a court or Government Agency to disclose information (the coachee will be informed in any instance where this occurs)
- (c) the coach determines that there is a clear and imminent danger to the coachee or others.

I have read through and understood the terms of this contract and agree to abide by them for the purposes of this Life Coaching agreement.

Client/Coachee

Coach

Signature:

Signature:

Date:

Date:

Payment to be made via bank deposit or cheque:

Bank Deposit

Bank:

BSB:

Account#:

Account Name:

Please include your surname in the details.

Please make cheques payable to: