

Coaching Services Agreement

Welcome to Healing & Growing Mental Health Life Coaching LLC! This document contains important information about our professional services and business policies. When you sign this document, it will represent an agreement between you/Client and Healing & Growing Mental Health Life Coaching LLC, whereby Michelle Murray, Mental Health Coach will provide Coaching Services to you focusing on non-clinical issues. It is very important that you understand the concepts discussed below. Take your time reading it and discuss any questions you have with your coach.

Description of Coaching. Coaching is partnership (defined as an alliance, not a legal business partnership) between a coach and client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the development of personal, professional, or business goals and to develop and carry out a plan for achieving those goals.

Coach-Client Relationship.

1. Your Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation (“ICF”) found at <https://coachfederation.org/code-of-ethics>. You should review the ICF Code of Ethics and the applicable standards of behavior.
2. You are solely responsible for creating and implementing your own physical, mental, and emotional well-being, decisions, choices, actions, and results arising out of or resulting from the coaching relationship and your coaching calls and interactions with the Coach. As such, you agree that the Coach is not, and will not be, liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. You acknowledge that coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
3. You acknowledge that you may terminate or discontinue the coaching relationship at any time.

4. You acknowledge that coaching is a comprehensive process that may involve different areas of your life, including how you are coping mentally, your work life, finances, wellness, relationships, and how you view yourself. You agree that deciding how to handle these issues, incorporating coaching principles into those areas and implementing choices is exclusively your responsibility.
5. You acknowledge that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical, or other qualified professionals and that it is your exclusive responsibility to seek such independent professional guidance as needed. If you are currently under the care of a mental health professional, it is recommended that you promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by you and your Coach.
6. You understand that to enhance the coaching relationship, you should communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

Services: The parties agree to engage in a Coaching Program through in-person, telephone, or video meetings.

Schedule and Fees: You agree to pay all fees associated with the Coaching Services. Insurance generally does not cover the cost of Coaching Services. You give Healing & Growing Mental Health Life Coaching LLC, permission to charge your credit/debit card on file for any outstanding fees.

Confidentiality: This coaching relationship, as well as all information (documented or verbal) that you share with your Coach as part of this relationship (collectively, “Confidential Information”) is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and therefore communications are not subject to the protection of any legally recognized privilege. Your Coach agrees not to disclose any information pertaining to you without your written consent. Your Coach will not disclose your name as a reference without your consent. Confidential Information does not include information that: (a) was in Healing & Growing Mental Health Life Coaching LLC, possession prior to its being furnished by you; (b) is generally known to the public; (c) is obtained by Healing & Growing Mental Health Life Coaching LLC, from a third party, without breach of any obligation owed to you; (d) is independently developed by Healing & Growing Mental Health Life Coaching LLC, without use of or reference to your Confidential Information; (e) your Coach or Healing & Growing Mental Health Life Coaching LLC, is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to your Coach or Healing & Growing Mental Health Life Coaching LLC, and as a result of such disclosure Healing & Growing Mental Health Life Coaching LLC, reasonably believes there to be an imminent or likely risk of danger or harm to you or others; or (g) involves illegal activity. You should also be aware that telephone, email, and videoconference are not encrypted methods of communication, and some confidentiality risk exists with their use. You must raise any confidentiality questions or concerns with your Coach in a timely manner.

Electronic Communication & Online

Coaching: Telephone (including text), email, and videoconference are not encrypted methods of communication, and some confidentiality risk exists with their use. Our team communicates using these mediums. By signing this Consent and Services Agreement, you consent to your coach, following up with you by telephone, text or email for scheduling, billing, quality assurance, or other reasons. If you would prefer not to be contacted by email and/or text, you may opt out by contacting us at healingandgrowingmentalhealth@gmail.com . While a growing base of research has shown that distance coaching services—through various electronic means—can be effective, such services are relatively new in comparison to traditional (in person) coaching, which has a much longer track record of positive outcomes. Distance coaching may not be appropriate for some clients.

Cancellation Policy: You agree that it is your responsibility to notify of your desire to cancel a session at least 23.5 hours in advance of the scheduled session. If you miss a session without canceling, or cancel with less than 23.5-hours' notice, our policy is to charge you \$25 Cancellation Fee. Unless it is an emergency, please be courteous and cancel when you are aware that you cannot attend a session,

Coaching Fees: Healing & Growing Mental Health Life Coaching Company LLC, has multiple packages. Each package will include different benefits and are at different prices. To become a monthly member, which permits you to communicate on our forum & view all mental health & healing content, a monthly fee of \$17.00 will be charged. The monthly payment is separate from the coaching services.

PACKAGES DETAILS: Three different packages are available for purchase, and they go as follows: CAN WE TALK, READY TO HEAL, & the premium package I AM COMMITTED! (View full packages details on the website: <https://hgmentalhealthlifecoaching.com/welcome-to-healing-growing-mental-health-life-coaching-company-llc/>)

The “Can We Talk”! You can purchase this feature at any time. “Can We Talk” is perfect if you have an overwhelming day, need a listening ear, or want some quick coaching advice.

The “Ready to HEAL” is a package with a one-time fee of \$180! It is available, and you can purchase it at any time. This package is excellent for starting your healing journey when you are not sure where you should start or what to do. We can discuss your concerns, goals, and needs, and then I will create a specialized plan for you to follow during the two weeks of coaching plan for you to follow during the two weeks of coaching

The “I AM COMMITTED” is a package with a one-time fee of \$480! The “I AM COMMITTED” package can be purchased anytime. “I AM COMMITTED” ***is the premium package!*** This package includes some great tools and guidance from your coach! Here is why this package is considered a premium package:

- Weekly Journaling prompts.
- Specialized healing & mental health action plan.
- Receive resources and tips to keep your focus.
- Personalized assessment.
- Tailored homework assignments.
- Mid-week check-ins via text or email
- Six-60 minutes Zoom/Phone sessions with the coach.
- Two-15 minutes sessions either by phone, zoom, or email

- Email support throughout the process. You can email your coach with your questions, concerns, and goals.

Free 1-Hour Consultation:

There is also a free 1-hour consultation available for all who are interested. Use the “contact me” tab on the website <https://hgmentalhealthlifecoaching.com/> Coaching is set on day to day basis, two weeks & to 6 weeks in increments; before the end of each coaching, you can apply again to renew the coaching contract. If you wish to continue coaching, a “renewal email” should be sent to healingandgrowingmentalhealth@gmail.com , indicating your intent to renew. By signing, you acknowledge that you understand all packages, benefits, and fees discussed within this contract, and you have provided Healing & Growing Mental Health Life Coaching LLC, authorization to charge the appropriate fees to you. To change payment method or cancel your membership, provide written notice to healingandgrowingmentalhealth@gmail.com .

Verbal notice to your Coach is not accepted to cancel your membership.

Termination: Either you or Healing & Growing Mental Health Life Coaching LLC, may terminate this Agreement at any time for any reason. You agree to compensate Healing & Growing Mental Health Life Coaching LLC, for all services rendered through and including the effective date of termination of the coaching relationship.

Limited Liability: Except as expressly provided in this Agreement, Healing & Growing Mental Health Life Coaching LLC, makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event will your Coach or

Healing & Growing Mental Health Life Coaching LLC, be liable to you for any indirect, consequential or special damages. Notwithstanding any damages that you may incur, Healing & Growing Mental Health Life Coaching LLC, entire liability under this Agreement, and your exclusive remedy, will be limited to the amount actually paid by or on your behalf to Healing & Growing Mental Health Life Coaching LLC, under this Agreement for all coaching services rendered through and including the termination date.

Entire Agreement: This document reflects the entire agreement between you and Healing & Growing Mental Health Life Coaching LLC and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing signed by both you and Healing & Growing Mental Health Life Coaching LLC,

Dispute Resolution: If a dispute arises out of this Agreement that cannot be resolved by mutual consent, you, and Healing & Growing Mental Health Life Coaching LLC, agree to attempt to mediate in good faith for up to (certain amount of time such as 30 days) after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

Severability. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then

such provision shall be deemed to be written, construed, and enforced as so limited.

Waiver: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Virginia, without giving effect to any conflicts of law's provisions.

Binding Effect: This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Sending this document back with your name, date, time of signature, and sign up here form solidifies our agreement and confirms your coaching membership.

Member Digital Signature Here:

Life Coach Digital Signature Here:
