****

**SET ME FREE COACHING CONTRACT**

**Coaching is new for most people. Below is some information and guidelines, to help ensure you understand more about coaching and that our sessions run as smoothly as possible, together with the terms of our coaching services.**

**Please review, sign, scan and return this agreement to** **lara@setmefree.coach** **in advance of your first scheduled session. Please also initial the bottom of each page (bottom right hand side) to indicate your agreement to these terms.**

**By agreeing to these terms you also agree to (and to the extent applicable, to comply with) our Terms of Use and our Privacy Policy.**

1. I understand that Coaching is not advice-giving, psychotherapy or counseling, and does not constitute medical or health advice and that professional referrals will be given, if needed. Coaches work with clients who are functioning well to help them in their efforts to grow, master their challenges and live more joyful and fulfilling lives.
2. I understand that Coaching is a potentially powerful alliance designed to help a client achieve specific, identified goals. Coaching may address specific personal projects, business successes, and/or general conditions in a client's life or profession. I understand that Coaching services may include values clarification, brainstorming, examining modes of operating in life, identifying plans of action, the sharing of educational information, the asking of clarifying questions and the making of empowering requests.
3. As a client, I understand and agree that I am fully responsible for my well-being during, after and between my coaching calls. I am responsible for any and all choices and decisions I make and it is my responsibility to state my needs around my sessions.
4. I understand that life coaching is a collaborative process. I will endeavour to comply with all tasks negotiated for completion outside of formal consultations.
5. Upon completion of the initial contract period, should my coach and I agree, a new coaching package will be offered, subject to my payment for that package.
6. I understand that coaching results vary from person to person and no particular results can be guaranteed.
7. Set Me Free Cancellation Policy: I agree to give 24 hours notice should I need to cancel or change my appointment. Failure to do so will result in the forfeiting my session and monies paid for that time In the case of emergency, Set Me Free Coaching will provide one grace session of less than 24 hours notice, provided I notify my coach of the emergency as soon as possible. Beyond that Set Me Free Coaching will not provide refunds or replacement appointments where appointments are forfeited or the Set Me Free Cancellation Policy is not otherwise complied with, or for any other reason (other than as may prescribed under the Australian Consumer Law).
8. I understand that my coach will call me at our designated time and should I not answer, another call will be made at five and ten minutes past the scheduled time. Should I still not be available after this time, the session is considered forfeited and I will not be entitled to a replacement or refund.
9. I understand that and agree with the terms of the Set Me Free Coaching Privacy Policy, which forms part of this agreement.
10. I agree that other than as prescribed under Australian Consumer Law, Set Me Free Coaching shall have no responsibility nor liability for any loss or damage suffered by me, whether directly or indirectly as a result of Set Me Free Coaching’s provision of coaching services to me and I agree to release, indemnify and hold harmless Set Me Free Coaching and its officers, directors, employees, agents, affiliates or assigns from any such loss or damage howsoever caused.
11. I understand that this contract, together with Set Me Free Coaching’s Privacy Policy and Terms of Use (as applicable) constitute a legal agreement between Lara Marie Corr trading as Set Me Free Coaching ABN 47 428 738 463 (“Set Me Free Coaching”) and myself as client and that by signing where provided for below, I am agreeing to be bound by these terms, Set Me Free Coaching’s Privacy Policy and Terms of Use, which shall be governed by the laws in force in the State of Victoria, and that I have been provided with a copy of Set Me Free Coaching’s Privacy Policy and Terms of Use (as applicable).

SIGNED BY THE CLIENT AND FOR AND ON BEHALF OF SET ME FREE COACHING by:

Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

Coach's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you. Please keep a copy for your personal records.**