

Capital Voc Consulting

1-800-417-4795 www.capitalvoc.com

Career Planning and Career Coaching

Service Agreement



Welcome to Capital Voc Consulting Career Planning and Coaching Services. Prior to entering into a Career Coaching relationship with Capital Voc Consulting services, please read the following agreement and indicate your understanding by signing below and send it back to us via e-mail or fax. If you have questions, please contact us via email at support@capitalvoc.com or call us at 1-800-417-4795. Once you have read agreement, proceed with payment using PayPal on our website. Once we have received your agreement and confirmation of payment, we will be contacting you to initiate services.

This Agreement is between the following parties:

Capital Voc Consulting referred as Career Coaching or Career Coach under this contract.

And,

(Print/type Name on text box) The Client: _____ referred as The Client under this contract.

1. The Client takes personal responsibility for the results of his/her career coaching experience, and The Client commits to actively participate in the career planning process in order to design a sound career plan that meets his/her interest.
2. The Client agrees to take full responsibility of his/her choices and decisions during coaching.
3. The Client, understand that the purpose of his/her meetings with the Career Coach is to assist him/her in better identifying the goals related to his/her career and professional development. Career Coaching will be provided based on interest profiles, work history, time availability, client's personal goals and individual barriers.
4. The Client understands that Career Coaching is not therapy, counseling, mental health care, or treatment for substance abuse. The Career Coach is not functioning as a licensed mental health professional and coaching is not intended as a replacement for counseling, psychiatric interventions, treatment for mental illness, professional medical advice, financial assistance, legal counsel, or other professional services.
5. The Client understands and agrees that he/she is fully responsible for his/her well being, including his/her choices and decisions. The Client understands that he/she is always free to reject any advice, suggestions or request made by Career Coach at any time.
6. The Client understands that the Career Coach will honor his/her confidentiality unless, required by law to disclose information.
7. The Client understands that Fee per Session and Fee per Career Coaching Package will be paid in advance of Career Coaching Sessions or prior to first day of service on a Career Coaching Package.
8. The Client understands that payment for Career Coaching services shall be by way of money order or Pay Pal approved credit and debit cards. No cash or personal checks will be accepted.

9. The Client agrees to give 24 hours notice for any change or cancellation of sessions; otherwise a Late Notice Fee of \$35.00 will be incurred by the Client. Late Notice Fee is in addition to the Total Fee Agree per package or session (if individual meetings purchased). The intended session will be rescheduled to a later agreed date. No Late Notice Fee will be charged if your cancellation is due to illness or emergency.
10. If a session is missed due to the Career Coach canceling or postponing the session, it will be rescheduled to a later agreed date. The Career Coach is to have the same courtesy regarding cancellations in regards to time frames, unless it is an unforeseen emergency.
11. If Initial appointment is cancelled by The Client within 48 hours or more of the appointment, and The Clients wishes to decline services, a refund will be issued, minus the cost of the refund fees from PayPal. No refunds will be issued for services cancelled less than 48 hours in advance. Meetings will be rescheduled according to section 10 of this agreement.
12. The Client agrees that there are no refunds on services rendered once the initial meeting for career coaching services has taken place and understand that if the Client does not wish to continue with already purchased career coaching services, a final report will be issued with information gathered during initial meeting and that career coaching recommendations will be noted on such report.
13. The Client will call or meet with the Career Coach on time. The Client understands that if he/she is more than 15 minutes late for a call or meeting the Career Coach will assume that he/she will not be attending and will be charged for the meeting.
14. The Career Coach may terminate this Agreement before completion of total number of sessions purchased under this agreement, on written notice to The Client, if The Client cancels more than 2 sessions during the coaching period, or The Client uses inappropriate language or behavior during any of the Career Coaching Sessions.
15. If any dispute should arise from this Agreement save as to the payments of the Coach's remuneration, parties agree to address issue via Mediation Proceedings according to State of Nevada Mediation Rules.

The Client has read and understands the terms of this agreement,

Date of Signature 9/13/2013 Client Printed Name and Signature _____

Guardian's Printed Name and Signature _____
 (If client is under 18 years of age)

Client contact information

Phone number _____
 Electronic Mail _____

Guardian's Contact information (if applicable)

Phone number _____
 Electronic Mail _____