



## Fox Life Coaching Terms and Agreement

**Client Name:** \_\_\_\_\_

This agreement, between Will Fox of Fox Life Coaching and the above-named client will begin on \_\_\_\_\_ and will continue (open-ended) or for a period of \_\_\_\_\_ months ending on \_\_\_\_\_.

*I invite you to think of Coaching as a process. Many people create change for themselves in a short time. However, to refine and sustain the change can take several months. Although not binding, I would ask that you expect our Coaching relationship to last at least six months.*

### **Fees:**

There is absolutely no fee for the first meeting. The fee for each of the following meetings will be \$99.00 per hour. These fees will be paid in advance or at the beginning of each meeting. My Coaching fee is payable to Will Fox-Fox Life Coaching. I also accept credit cards and PayPal.

### **Changes:**

While I will never expect to be compensated for an appointment that did not occur, I ask that if you need to reschedule our appointment please give me 24 hours notice. If you have an emergency or illness, you can reschedule with less than 24 hours notice. If I need to reschedule, I will give you at least 24 hours notice as well, barring an emergency or illness.

### **Contacting Us:**

If you need to reach me, please mail me anytime at [will.fox@leaveyourfootprint.net](mailto:will.fox@leaveyourfootprint.net) or use the contact form on [www.FoxLifeCoaching.com](http://www.FoxLifeCoaching.com). To reach me with regarding changing our meeting time, important developments, problems, questions or if you need to have a quick laser-focus call, you can text me. In between our sessions, I may not be instantly available. I will however, always attempt to be available within 24 hours.

### **Procedure:**

We will coordinate a meeting place or I will call/video chat you at the specified time, unless we make other arrangements. If you wish to connect with me in between meetings with a challenge, success or an inquiry, I will make every attempt to respond to your e-mail within 24 hours with an email, text or short phone call at your request. I am happy to provide this extra level of service at no additional charge.

### **Services:**

The services to be provided by the Coach to the client are face-to-face or telephone/video-Coaching, as agreed jointly with the client. Coaching may address specific personal projects, college planning, school/business successes, or general conditions in the client's life or profession. Other Coaching services include brainstorming, identifying plans of action, examining modes of operating in life, asking open-ended clarifying questions, and making empowering requests or suggestions for action.

### **Problems:**

My objective is to have a Coaching relationship that is fully open, honest, R.E.A.L. and trusting in our communication styles. We should both realize that communication via telephone or email involves extra challenges since we cannot see body language, facial expressions or hear tone. Therefore we will give each other plenty of latitude, and promptly ask for clarification if there is a miscommunication.



### **Prior History:**

I understand that Coaching is a comprehensive process that may involve all areas of the clients' life, including school, work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate Coaching into those areas, and implement my choices is exclusively my responsibility. In entering into the Coaching relationship and signing the agreement, you are agreeing that if any mental health difficulties arise during the course of the Coaching relationship that you will notify me immediately so that I can discuss with you appropriate steps.

### **Confidentiality:**

The Coaching philosophy will work within the professional ethics and guidelines as designated by the International Coaching Federation ([click here](#)). I understand that Coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that Coaching is not a substitute for counselling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.

### **Privacy:**

The client can, at any point in the Coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue. The coach agrees to respect this boundary and will not attempt to forward the conversation further along those lines.

### **Termination:**

You can choose to discontinue Coaching at any time. There is no minimum time commitment, but the coach and client agree to provide each other with two week's notice in the event that it is desired to terminate Coaching. Otherwise, the Coaching will continue for the duration of the contracted period with the option of extending the relationship.

### **As the coach:**

*I agree to serve as your Coach - to partner with you to identify and achieve your personal and/or professional goals.*

*As your Coach, my Life Coaching style will be a form of change facilitation - allowing for a personal transition on an individual basis. During the time we spend together in our Coaching sessions, I will devote my time, thoughts, and energy to you, exclusively.*

*As your Coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, ask open-ended questions, acknowledge your wins, and guarantee utmost confidentiality.*

*I believe that each of my clients is a unique, creative and responsible person who is in charge of moving their own life forward. I very much look forward to working with you.*

### **As the client:**

*Throughout the working relationship, the coach will engage in direct and personal conversations. The client understands that successful Coaching requires a co-active collaborative approach between client and coach. In the Coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change.*

*I am motivated and committed to taking action on my determined personal and professional goals. I realize that anything less than my full participation will not lead to my success.*

*I accept full responsibility for myself and any actions I take that might result from Coaching.*



Our signatures on this Fox Life Coaching agreement indicate a full understanding of the terms and agreement with the information outlined above.

\_\_\_\_\_  
Coaching Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Will Fox-Fox Life Coaching

\_\_\_\_\_  
Date