**CLIENT FORM:**

**How can Coaching or therapy help you?**

Talking therapies is a partnership, focused on developing the client’s awareness and thinking, and as a result understanding can be gained and change initiated in a way to make your life goals achievable. The success of talking therapy and coaching depends upon the client’s commitment and openness to the process and therefore Loving Life Guthrie-Poole Coaching is not able to give any warranty or guarantee that issues presented by the client can or will be resolved.

Please note that Coaching is not a substitute for the professional advice of a medical doctor or counsellor. It is the responsibility of the client to seek appropriate professional treatment where required**.**

**Confidentiality**

All information disclosed to Loving Life Guthrie-Poole Coaching by the client before, during and after completion of the sessions is confidential with the following exceptions: where minors (under 18) are involved, where the therapist believes the client or another is a danger to self or others, if disclosure is ordered by a judge, coroner or other official having such power, where law breaking has taken place .

**Privacy**

Loving Life Guthrie-Poole Coaching will protect private and confidential information by all reasonable means and will store and maintain information in accordance with current law, including General Data Protection Regulations. Your contact information will be used solely for the purpose of contacting you to confirm sessions or to update you or ourselves on your progress related to your work with the coach.

Your personal information will be stored electronically on password protected devices. Please note that any written notes from sessions are recorded anonymously and kept separate to your personal information and contact information. Your data will never be shared with anyone without your written consent apart from the exceptions noted above.

**Fees and cancellation**

There is no charge for an initial conversation lasting no more than 60 minutes. Payment by bank transfer is to be made at least 48 hours before the commencement of the programme or package. If payment is not received prior to the coaching session it may be cancelled at the coach’s discretion.

Appointments can be re-arranged up to 48 hours before the arranged time. If an appointment is cancelled less than 24 hours before the session the full fee may be charged for that session unless there is a prior agreement to the contrary. If the client is more than 10 minutes late for a coaching session without making contact, the coach will assume the session is cancelled and the client will forfeit the session fee.

**Contact**

Any contact required between sessions will be treated as confidential. Contact may be made between sessions via email or WhatsApp messaging and Loving Life Guthrie-Poole Coaching will aim to reply within 24hrs. If there are extended periods when Loving Life Guthrie-Poole Coaching will be unavailable (eg holidays) you will be notified accordingly.

**Termination of Services**

****This contract may be terminated at any time by mutual agreement by Loving Life Guthrie-Poole Coaching and the client. If the contract is for a package or programme, the fees for the remaining number of agreed sessions will be reimbursed.

**Client Agreement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | Date: |  |
| **Address:** |  |
| **Tel: Mobile:** |  |
| **Email:** |  |
| **Date of birth:** |  | Age: |  |
| **Services/Package** |  |
| **Cost of service/ Programme or package** |  |
| **Date(s) of Session(s)/****Commencement of Programme** |  |
| **Contract** | I confirm that I have read and understood The Terms of Service, privacy notice, and have read and agree with these notes.I can confirm that all discussions have been conducted with integrity and professionalism as stipulated by The General Hypnotherapy Register,(GHR), ACCPH AND CNHC in their appropriate Standards and Code of Conduct. All affiliations and qualifications have been disclosed to me. I give my consent for Love Life Guthrie to being hypnotised. I have not withheld any information which may affect the course of my therapy. I understand there are no specific guarantees on individual success of therapy sessions when working with the mind and body. With certain modalities such as Hypnosis, NLP, EFT, Coaching I understand levels of success can only be determined by my susceptibility to these therapies, and by my completion of actions agreed during sessions. I understand that no responsibility or liability is accepted by Loving Life Coaching and Jason Guthrie-Poole for my actions or behaviours post sessions and when working live in the field. |
| **Cancellation Policy:** | Session charges will be paid in full and in accordance with the Terms of Service. I understand cancellation charges will apply if appointments are cancelled within 48 hours of the appointment date.Due to demand and to protect our valued clients, i have a strict cancellation process in place. Cancellation with 48 hours-notice no fee will be invoiced to the client. Cancellation with 24-hours notice 100% fee will be invoiced to the client. Jason Guthrie-Poole reserves the right to cancel courses or consultations in unavoidable situations and full refunds (pro-rata) will be made. |
| **Client Signature:** |  | **Date:** |

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Jason Guthrie-Poole. Tel: 07500220937

Guthriecoaching70@gmail.com