

Sample Coaching Agreement — For Informational Purposes Only

The final agreement may vary slightly based on the specifics of your coaching package.

Shirley Markant Coaching | Sequel to a PhD, LLC

Coaching Agreement for Monthly Subscription

This Coaching Agreement ("Agreement") is made and entered into by and between:

Coach: _____

Client: _____

1. Session Details

- **Session Type:** Up to four 50-minute coaching sessions per month
 - **Session Format:** Conducted via Zoom
 - **Scheduling:** Sessions should be scheduled within **30 days of the date of payment**. Unused sessions **do not roll over** to the following month. Client and coach will agree upon session dates and times using a scheduling link.
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2. Payment

- **Fee:** \$___ per month
 - **Billing:** Payment is **automatically processed on the date of the initial payment** and will recur monthly until the subscription is canceled.
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3. Purpose of Coaching

- The purpose of these sessions is to provide coaching and support around leadership, decision-making, self-trust, burnout mitigation, and related personal or professional challenges.
- Coaching focuses on uncovering what is getting in the way, clarifying priorities, and strengthening self-trust to support aligned action.
- **Coaching is not therapy, counseling, or medical treatment.** While coaching may touch on personal or professional challenges, it does **not include diagnosing or treating**

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mental health conditions, and it is not a substitute for therapy, medical care, or other professional services.

4. Confidentiality

- The coach will maintain confidentiality of all personal information, coaching session discussions, and any materials shared, except where disclosure is legally required (for example, if there is an immediate risk of harm to the client or others).
 - Clients should be aware that coaching communications are **not legally privileged** (for example, unlike attorney-client or therapist-client communications).
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5. Cancellations and Rescheduling

- Clients must provide at least 24 hours' notice to cancel or reschedule a session.
 - If the coach must cancel or reschedule, notice will be provided as soon as possible and a mutually agreeable time offered.
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6. Subscription Term and Cancellation

- The subscription renews automatically each month on the same day of the month as the initial payment.
 - To avoid the next month's automatic payment, the client must provide notice of cancellation at least **5 days before the next billing date**.
 - Once the subscription is active for the month, sessions and payment for that month are **non-refundable**.
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7. Limitation of Liability and No Guarantees

- Coaching is a collaborative process. The client is fully responsible for their decisions and actions.
 - The coach does **not guarantee any specific outcomes or results**.
 - The coach is not liable for any personal, professional, or financial outcomes resulting from coaching.
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8. Force Majeure

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- The coach is not responsible for missed sessions, delays, or interruptions due to circumstances beyond their control, including but not limited to technical failures, illness, or natural disasters.
 - If a session is affected by such circumstances, a **rescheduled session will be offered** at a mutually agreeable time.
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9. Governing Law

- This Agreement shall be governed by and construed in accordance with the laws of the **State of New York**.
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10. Dispute Resolution

- Any disputes arising under this agreement will first be addressed through good faith discussion between the client and coach. If unresolved, the parties may pursue mediation or other mutually agreed-upon resolution methods.
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11. Electronic Signatures

- Electronic signatures are accepted and have the same legal effect as original signatures.
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12. Agreement Acceptance

- By signing below, both parties agree to the terms and conditions outlined in this Agreement.
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Coach's Signature: _____ **Date:** _____

Client's Signature: _____ **Date:** _____