



My Organized Mind

Agreement for Coaching Services

This Agreement is made between:
private educational business located in Oakland, California.

and My Organized Mind, a

Student Name:

Grade:

School:

DOB:

Parent/Guardian:

Billing Address:

Cell Phone:

Home Phone:

Email:

My Organized Mind coaching services is a private business offering educational tutoring services in the areas of Executive Function, Academics and Independent Living Skills.

Tutor Name:

Phone:

Email:

Sessions:

Client and coach will meet at an agreed upon time. Day and location each week. Each session is 50 minutes in length, with 10 minutes allotted to review with parents either in person or via. Email.

To ensure that Client's time is respected, as well as the time of the Coach's other Clients, appointments will begin promptly at their scheduled time regardless of the time of Client's arrival. No adjustment to fees shall be made for time lost because of late arrival by the Client or by early termination of the session by the Client. (e.g. If Client is 10 minutes late, we will be unable to extend the appointment.)

Cancellations:

Cancellation of a session, for any reason, must be made by phone, text or email to the Coach at least 24 hours in advance of the scheduled session. Coach will acknowledge the cancellation and the time it was received. Sessions may be rescheduled for Client if 24 hour notice is given for a cancellation pending Coach's availability.

Sessions will not be rescheduled for Clients canceling less than 24 hours in advance of a session. If Client cancels session with less than 24 hour notice a full session fee will be charged to Client. (*Client Acceptance*)

Schedule:

will be scheduled from _____ to _____ on the following day(s) of each week.

Payments/Billing:

Clients are billed on a monthly basis by My Organized MInd or the week before any holiday break. Coaching fees are billed at \$95 to \$125 an hour. Session Fees/Hr.: \$

Obligation of Coach and My Organized Mind:

- The Coach structures sessions to optimize time to benefit the student.
- The Coach shall keep confidential the students’ information. The coach shall contact other parties involved in the education of the student only if given written permission by the Client to do so.
- The Client and/or student shall assist the Coach in identifying problem areas in which the student needs specific coaching.
- The Client and/or student agrees to be prepared for each session and to provide their own materials needed for each session (e.g. books, notes, calculators, paper, computers, other relevant study material, etc.)

No Warranties:

While the Coach is confident in their skills and teaching ability, the Coach makes no promises or warranties with regard to a Client’s performance as a result of any tutoring provided.

Payment Refunds:

All payments received are non-refundable for any reason.

Termination:

Either party may terminate this agreement at any time by giving 7 days written notice to the other party.

Entire Agreement of the Parties:

This agreement supersedes any and all agreements, either oral or written, between the parties with respect to the rendering of services by Coach and contains all of the representations, covenants and agreements between the parties with respect to the rendering of those services. Any modification of this agreement will be effective only if it is in writing signed by both parties.

E-Signature:

I, the parent of _____, accept the terms and conditions of this contract with My Organized Mind and the company’s employees.

Electronic Signature:

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of the Contract.

First and Last Name:

Date: