#### **Terms and Conditions**

#### 1. Agreement

This Agreement outlines the terms and conditions governing the coaching services provided by Caroline Barrett and Sober Me ("The Coach") to the Client.

#### 2. Services

The Coach will provide coaching services, including but not limited to:

- One-on-one coaching sessions
- Group coaching sessions
- Email and phone support
- Access to online resources and materials

### 3. Client Responsibilities

The Client agrees to:

- Actively participate in coaching sessions
- Complete any assigned tasks or exercises
- Communicate openly and honestly with the Coach
- Respect the Coach and other participants in group sessions

#### 4. Confidentiality

The Coach will maintain strict confidentiality regarding all information shared by the Client, except as required by law or with the Client's written consent.

# 5. Payment Terms

The Client agrees to pay the Coach the agreed-upon fee for coaching services. Payment is due in advance to the session.

## 6. Cancellation Policy

# **Notice Period:**

• 2 days' notice/48hours is required for any cancellation or rescheduling of a coaching session.

## **Cancellation Fees:**

- **50%** will be charged for cancellations made within the 2 days of or on the scheduled session.
- No fee will be charged for cancellations made before the 48-hour mark and 2; days' notice.

### **Exceptions:**

- In case of emergencies or unforeseen circumstances, the Coach may waive the cancellation fee.
- The Coach reserves the right to cancel or reschedule sessions due to unforeseen circumstances. In such cases, the Client will be notified as soon as possible, and the session will be rescheduled or refunded.

**Please note:** Consistent and timely attendance to coaching sessions is crucial for optimal progress.

#### 7. Termination

Either party may terminate this Agreement with 30 days' written notice.

### 8. Limitation of Liability

The Coach shall not be liable for any damages or losses incurred by the Client as a result of the coaching services provided.

#### 9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Ontario

#### 10. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

#### 11. Modifications

Any modifications to this Agreement must be made in writing and signed by both parties.