

This agreement explains the structure, fees, scheduling recommendations, payment expectations, and attendance policies for coaching services provided by Divergent Support Services.

HOW COACHING IS PROVIDED

Coaching sessions are provided virtually through a digital platform, typically Google Meet or Microsoft Teams. The client is responsible for having a reliable internet connection, an appropriate device, and a reasonably private environment for coaching sessions.

FEE STRUCTURE

Initial Intake & Coaching Plan — \$100

The intake fee includes review of completed intake materials; review of presenting concerns and priorities; planning and collaborative goal setting; establishing an individualized coaching toolbox; and identifying expectations, priorities, and next steps for upcoming coaching sessions.

Ongoing Coaching Sessions — \$50 per session

Coaching sessions are approximately 45–50 minutes. Sessions may include ongoing review of presenting issues; support related to critical or immediate concerns within the scope of coaching; continued planning for success toward identified goals; practical strategies and additional tools for the client's toolbox; and recommendations or resources related to employment, school, education, vocational opportunities, and career path exploration.

RECOMMENDED COACHING SCHEDULE

Coaching is generally recommended weekly for the first six (6) weeks. After the initial six weeks, sessions may transition to every other week (bi-weekly), depending on the client's progress, needs, goals, and agreed-upon coaching plan.

PAYMENT

Payment is due on the day of service. An invoice will be provided for the applicable intake or coaching session fee.



COACHING FEES & ATTENDANCE AGREEMENT

Cancellation, family updates, and acknowledgment

CANCELLATION & NO-SHOW POLICY

A \$25 fee will be charged for:

- A coaching session that is cancelled on the same calendar day as the scheduled appointment.
- A scheduled coaching session that the client does not attend (no-show).

Cancellations made before the day of the scheduled appointment will not incur the \$25 cancellation fee. If an emergency or unusual circumstance occurs, Divergent Support Services may waive the fee at its discretion.

PARENT / FAMILY UPDATE SESSIONS

Parent/family update sessions are available upon request at no additional cost and are limited to approximately 30 minutes.

Because the coaching client is an adult, parent/family updates are subject to the client's written authorization and the specific information the client has permitted Divergent Support Services to share. A parent or family member may provide information to the coach without receiving confidential coaching information in return unless the adult client has authorized disclosure.

SCOPE OF COACHING

Coaching is a goal-focused, skills-based support service. It is not psychotherapy, medical or psychiatric treatment, substance-use treatment, or emergency/crisis care. Coaching may include support around immediate concerns when those concerns fall within the scope of coaching. When needs fall outside that scope, appropriate professional or community resources may be recommended.

CLIENT ACKNOWLEDGMENT

Please check each box to confirm that you have reviewed and understand the following:

- ☐ I understand that the initial intake and coaching planning fee is \$100.
- ☐ I understand that ongoing 45–50 minute coaching sessions are \$50 per session.
- ☐ I understand that payment is due on the day of service and that I will be invoiced.
- ☐ I understand that a same-day cancellation or no-show will result in a \$25 fee, subject to any discretionary waiver for an emergency or unusual circumstance.
- ☐ I understand that weekly coaching is recommended for the first six weeks, followed by bi-weekly sessions depending on progress and needs. This is not **required**, we can work together on the best approach.
- ☐ I understand that parent/family update sessions of approximately 30 minutes are available upon request at no additional cost and require my authorization before information about my coaching may be shared.
- ☐ I understand the scope of coaching described above and have had an opportunity to ask questions about fees, scheduling, payment, and attendance policies.

Client name

Date

Client signature (type full name)

Coach / Representative (optional)