

HOMESTEAD HOPE COUNSELING SERVICES, LLC
3301 West Freeway, Suite 105
Fort Worth, Texas 76107

LIFE COACHING FINANCIAL AGREEMENT

The purpose of this policy is three-fold: first, to promote professionalism and consistency on our part by maintaining affordable and flexible opportunities to you. Secondly, to prevent people from wasting the coach's time and thus preventing us from serving others. Thirdly, to accomplish those goals, we endeavor to ensure 'No Shows' do not run up the cost of providing services which directly impacts all other clients. We thank you ahead of time for your understanding and compliance.

Life Coaching Fee Schedule:

Certified Christian Life Coach (CCLC).....	Intake session \$95	Normal Session \$75
Certified Advanced Christian Life Coach (CACLC).....	Intake session \$115	Normal Session \$95
Certified Master Christian Life Coach (CMCLC).....	Intake session \$135,	Normal Session \$115
Certified Professional Christian Life Coach (CPCLC).....	Intake session \$155,	Normal Session \$135

Assessments may be an additional fee on a case-by-case basis.

Your life coach is: _____

Your coach's level of credentialing is: _____

Additional Information: Homestead Hope Counseling Services, LLC is not able to render services without a valid **credit card** on file, beginning with the very first appointment. **Debit cards are NOT** acceptable. Due to the rise of unforeseen and or unpredictable nonpayment, **there can be no exceptions to this policy**, so please, do not request one. Coaching is not covered by any medical insurance company. Therefore, Flex/HSA cards cannot be used to pay for ANY coaching fees or costs.

All fees are due at the beginning of session. In the event that you are unable to keep an appointment, to include the first appointment, we ask that you notify us at least 24 hours in advance in order to avoid being charged a Cancellation Fee. If notification is made inside of the 24-hour window, a Cancellation Fee of **\$85** for the first (Intake) session or **\$55** for each session thereafter will be charged immediately to your credit card on file. Failing to present oneself at the allotted time without prior notification of cancelation is considered a No Show. Cancelling the appointment after the appointed time has passed is also considered a No-Show. The No-Show Fee is **equal to the full life coaching rate** as stated above and applies to ALL appointments, and ALL clients, and is payable immediately via your credit card on file. An invoice indicating Cancellation or No-Show fees will be provided at your request. Although there may be legitimate reasons for missing an appointment, you are never-the-less responsible for payment. For legitimate reasons beyond the client's control, the clinic Director may opt to waive the first cancellation fee, if he believes it is warranted. After that however, there are no waivers. The office staff nor coaches are authorized to waive or change fees.

The office number is 817-812-3021. Leaving a voice mail is NOT considered appropriate notification. You may leave a message if necessary, but you should follow up with a phone call to ensure the notification has been made. An email to hoffice@homesteadhope.org is also helpful. That too should be followed up with a phone call.

If the appointment is outside the 24 hours window, you can also cancel by clicking on the link in your email notification message. First time appointments must be made through the office.

Client Resources: These resources are found in the reception area. A 'finder's fee' is typically marked on the resource. The fee may be paid to the office staff via cash, check or credit card on file.

Scheduled appointment times are not adjusted according to arrival times. If you are late, you can expect the session to end at the prearranged time.

The non-sufficient funds (NSF) fee for returned checks is \$30 per incident – not per appointment. The non-sufficient funds (NSF) fee for credit cards that are declined is \$10 per incident – not per appointment. We will attempt to process the card once per day for a maximum of three days. Example: If we attempt to bill a card three times, and all three attempts are declined, the total fee would be \$60. It is very important to ensure funds are available at the time of services. All fees are due and payable immediately via credit card on file.

Returning Clients: We attempt to maintain the same price throughout the first year of the life coaching process without cost increases. However, if a client terminates coaching for a period of six months or more, they are subject to whatever increase has taken place since their departure. New fees will apply upon their return. Those who have returned to coaching after 12 months or more will also be asked to reengage in the entire intake process, as a lot can happen in a year's time.

Automatic Payments: All clients are personally responsible for all payments. Any balance not paid for by the end of the scheduled session will be automatically charged to your designated credit card on file.

Past due fees may be sent to a collection agency and reported to the credit bureau at our discretion.

If you have any questions, feel free to call the office. Our staff will be more than happy to serve you.

Credit Card Type: _____

Cardholder's Name as embossed on the card: _____

Last Four Digits of Card Number: _____

Expiration Date: _____

Driver License Number: _____ State: _____

By signing this Financial Agreement form, you are signifying your agreement to its terms and are giving Homestead Hope Counseling Services, LLC permission to process and bill appropriate fees to your credit card on file.

Client Name

Phone Number

Client **Signature**

Date

Client **Signature**

Date

HHCS Representative

Date