

# POLICIES and INFORMATION

## Agreement for Life Coaching & Alternative Counseling

This form is all about how to save money, speed up your recovery and other need-to-know stuff. Please read on...

**Instructions.** Please read the following information carefully on both pages. Then return a signed and dated copy of this document to me, Dr. Dianne Ruth. Keep an additional copy for your reference. If you have any questions or concerns, please discuss them with me.

**Starting Time.** You are expected to be available at your scheduled time. If you are running late, will you please **call or text me? This must be done within 10 MINUTES past your appointment time.** If proper notification is not made, your appointment will be handled as a missed session. You will then be responsible for paying your complete fee.

**Appointments.** Appointments are generally scheduled weekly unless other arrangements are made in advance. Your agreed upon time is held for you from one week or cycle to the next. If you neglect to keep your scheduled time without giving appropriate notice, then all your future appointments will be automatically canceled and they will then need to be reinstated or rescheduled.

**Tip!** If you are uncertain about being able to keep your appointment, reschedule or cancel it 24-hours in advance. Then, if you can keep it after all, call me about getting your original time back.

**Rescheduling.** If you cannot keep your appointment time, please **call me** as soon as possible to **RESCHEDULE and/or confirm your attendance for the following scheduled session.** There is **NO CHARGE** with a minimum **24-HOUR notice.** If you give **LESS THAN 24 HOURS notice,** you may be **liable** for payment of the missed session. If you have an emergency, we will work around it; for instance, you are in the hospital, in jail, held hostage, etc., anything that is completely beyond your control.

**Fees and Sessions.** Regular sessions are \$315 following your Introductory Special (unless you have been approved for a sliding scale or an alternate pre-arranged payment schedule), and last 1-1/2 hours.

**Note:** If your cash flow is currently limited, part of your fee may be deferred until your finances improve, or your Life Coaching & Alternative Counseling ends, whichever comes first. You may then arrange to make weekly or monthly interest free payments until your balance has been paid in full. *If any part of your fee is to be carried over at any time, please request a "Financial Arrangements" form.*

**Payment.** Cash, check, major debit/credit cards, money orders and Traveler's Checks are welcome. If **paying by mail, please send it several days IN ADVANCE payable to Dr. Dianne Ruth.** Your payment must reach me **before** your scheduled appointment. If you are paying by credit/debit card, your payment will be expected at the beginning of your session. There is a \$30 service charge for all returned checks. If you need a cash receipt or paid statement, this will be emailed to you on request as a courtesy. When prearranged with me, a check may be held for a limited time before it is deposited.

You may also pay through [PayPal.Me/AnxietyCareDoctor](https://www.paypal.com/AnxietyCareDoctor) or the PayPal portal near the bottom of my web page, [www.DynamicResources.net/cost.htm](http://www.DynamicResources.net/cost.htm), **before** your appointment. No account needed. You may also apply for a credit line with PayPal. It only takes a few minutes to get it set up. *(Continued)*

**DR. DIANNE RUTH**

**PhD in Psychology • Anxiety Care Coach & Alternative Counselor**

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**Bonus!** You get one free *extra* 1-1/2 hour session within one cycle for each person you refer to me. This does not replace a regularly scheduled appointment. The referred person must complete at least three paid sessions (not including the Introductory Special) for you to be eligible. You may also pass this free session on to someone else.

**Free Spot Life Coaching & Alternative Counseling.** I enjoy giving this extra level of service. I will be available for brief phone calls and email. You may text me anytime during the day or evening, or phone me any day between 10:00 a.m. and 7:00 p.m. Pacific Time / 7 days including holidays, for a five to ten minute call to share a win, a success, an insight, a concern, or to discuss changes in scheduling.

**Services.** The services to be provided include Life Coaching & Alternative/Holistic Counseling. Specific concerns, issues, projects, business successes, or general conditions in your life or profession may be addressed

Throughout the working relationship, I will engage in direct and personal conversations. You can count on me to be honest and straightforward in asking questions and making requests. ***You are always free to reject any advice, suggestions or requests made by me at any time.***

**Ending Life Coaching & Alternative Counseling.** For some, extended and ongoing Life Coaching & Alternative/Holistic Counseling is a way to maximize personal growth, development, and exquisite accomplishment. For others, completion of Life Coaching & Alternative/Holistic Counseling occurs when you finish a project or transition, or you reach personal accountability, continuous positive self-reflection, self-directed action, and self-acceptance.

At that time, a phase-out plan is then agreed on together, or a final session is arranged for a debriefing, progress review, and closure to the process. An open door policy allowing you the option to return to the Life Coaching & Alternative/Holistic Counseling process at a future date remains in effect from then on.

**Confidentiality.** I promise that information provided to me, Dianne Ruth, PhD, will be treated as confidential. The exception to this are circumstances where there is clear and imminent danger to you or to others. Then, disclosures of information to the appropriate authorities are usually restricted to only what are necessary and relevant.

If your bill is not paid, and you decline to make arrangements to pay the outstanding balance, the fact that you have received professional services, the dates and amount owed, plus any other relevant information to aid in collection, may be revealed either to a collection agency or the courts.

**By signing this form, I (the client) certify that I have read, understand and agree to all the terms and conditions herein. I acknowledge that there is no guarantee as to the degree of results, since this depends on my decisions and actions. I also understand that Dianne Ruth, PhD is a Doctor of Psychology, not a licensed psychologist, and she does not provide psychotherapy. I hold harmless, Dianne Ruth, PhD, from any liability for my actions and emotions and accept sole responsibility for them.**

Parent/Guardian or **Financially Responsible Adult's Signature** X \_\_\_\_\_

**Printed Name of Adult Above** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name of Minor Child** and/or Client \_\_\_\_\_

Comments \_\_\_\_\_