

POLICIES and INFORMATION

Agreement for Life Coaching & Alternative Counseling

This form is all about saving money, speeding 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 Dr. Dianne Ruth. Keep an additional copy for your reference. If you have any questions or concerns, please discuss them with her.

Starting Time. You are expected to be available at your scheduled time. If you are running late, will you please **call or text her? 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 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 proper 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 Dr. Ruth about getting your original time back.

Rescheduling. If you cannot keep your appointment time, please **call Dr. Ruth** as soon as possible to **RESCHEDULE.** 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 a **true emergency,** for instance, you fell down a well, got turned into an ugly toad by an evil witch, are held hostage by aliens, got lost while spelunking, any situation that is completely beyond your control, she will work around it with you.

Fees and Sessions. Following your 1-1/2 hour “Introductory Special” session, regular 1-1/2 hour sessions are \$315 each, and one-hour sessions are \$210 each (unless you have been approved for an alternate pre-arranged payment schedule),

Note: If your cash flow is temporarily limited, part of your fee may be deferred until your finances improve, or your Life Coaching & Alternative/Holistic 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 her **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 Dr. Ruth, a check may be held for a limited time before it is deposited.

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

DR. DIANNE RUTH PhD in Psychology • Anxiety Care Coach & Alternative Counselor

Email: DrRuth@AnxietyCareCoach.com • Website: AnxietyCareCoach.com • DynamicResources.net
Call/Text (619) 961-7500 • Sessions in Person or by Phone ... that really work!

Bonus! You get one free *extra* session within one cycle for each person you refer to Dr. Ruth. This does not replace a regularly scheduled appointment. The referred person must complete at least three paid sessions for you to be eligible. You may also pass this free session on to someone else.

Free Spot Life Coaching & Alternative Counseling. Dr. Ruth enjoys giving this extra level of service. She will be available for brief phone calls and email. You may text her anytime during the day or evening, or phone her any day between 10:00 am and 7:00 pm 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, Dr. Ruth will engage in direct and personal conversations. You can count on her to be honest and straightforward in asking questions and making requests. ***You are always free to reject any advice, suggestions or requests made by Dr. Ruth 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. Dianne Ruth, PhD, promises that information provided to her 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 is necessary and relevant.

If you have a bill from Dr. Ruth that 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 _____