



Beyond Potential Leadership

Providing training to inspire the leaders of the future

Website: www.beyond-potential-leadership.com
Email: enquiry@beyond-potential.com : Tel: 07804 595019



for website: scan
the above code

Beyond Potential Limited Terms and Conditions

Client / Coach Agreement

- The coach will use their skills and knowledge to design a safe programme that will take into account the personal goals, current experience and skill, preferred learning style etc.
- The coach will provide, through coaching, the advice and support that the client may need to help them achieve their goals. The client's progress will be regularly monitored, and the programme revised and adjusted accordingly.
- The coach will agree with the client appropriate venues for all coaching sessions.
- All client information will be kept strictly private and confidential.
- It is understood between client and coach that both will commit to the programme and give 100% effort.
- The client is required to arrive 5 minutes prior to a training session so that a full session can be achieved on each visit.

Cancellation Policy

- 48 hours notice of cancellation is required for all appointments.
- Notice of between 24 and 48 hours will require a 50% payment of the session fee.
- Notice of less than 24 hours notice will incur full payment of the session fee.

Lateness Policy

- If the client is late for a session the session will not be extended and will end at the appointed time.
- If the coach is late, additional time will be added to the session or to subsequent sessions.

Fee Charging Policy

- Payment for single sessions must be made at the time of booking. Cheques to be made payable to Beyond Potential Ltd. Payment by bank transfer available, please ask for account details.



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- Block bookings must be paid for in advance BUT sessions do not have to be booked in advance. However, all sessions must be redeemed within 90 days of purchase.
- All monies paid are non-refundable.

I recognise and understand all the terms and conditions set between my personal coach and myself and agree to follow all the guidelines set out above.

Client Sign:

Print Name:

Date:

Coach Sign:

Print Name:

Date: