



# Integral Transformations LLC

## Meditation Coaching Agreement

This Agreement is entered into by and between: One of the coaches of Integral Transformations LLC and

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(Name, Address of client) whereby Coach agrees to provide Meditation Coaching Services for Client focusing on the following topics/results/outcomes/goals attached to this Agreement as *Schedule A*.

**Description of Coaching:** Coaching is partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

### 1) Coach-Client Relationship

**A.** The Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” ([Coachfederation.org/ethics](http://Coachfederation.org/ethics)). It is recommended that the Client reviews the ICF Code of Ethics and the applicable standards of behavior.

**B.** The Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. The Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

**C.** The Client further acknowledges that he/she/other may terminate or discontinue the coaching relationship at any time.

**D.** The Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, meditation and well-ness practices, relationships, education, and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.

**E.** The Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client’s exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly informs the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

**F.** The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

### 2) Services

The parties agree to engage in single or multiple meditation coaching sessions, online (Zoom) or in-person. The Coach will be available to the Client by e-mail in between scheduled sessions to discuss urgent matters (e.g., spiritual, medical, or mental emergency) or questions/topics mutually agreed on in one of the scheduled sessions.

The Coach may also be available for additional time, per Client's request on a prorated basis rate negotiated between Coach and Client; for example, reviewing documents, reading or writing reports, engaging in other Client related services outside of coaching hours).

**3) Schedule and Fees** This coaching agreement is valid as of \_\_\_\_\_ (MM/DD/YYYY) and extending until it is cancelled by the Coach or Client. The fee is the \$ amount listed on the web site <https://www.integraltransform.com/> for single or bundled (program) sessions (subject to change). Booking of sessions is available via the web site. Each session is 60 minutes in length. If the Client does not attend the session ("no show") at the time it was booked, no refund will be provided. Refunds for pre-paid single coaching sessions will only be granted in full if the session is cancelled more than 48 hours in advance. Refunds for pre-paid bundled sessions (10 session bundle) will be only granted in full if cancelled more than 48 hours before the first session. After that, pro-rated refunds will be provided: 50% refund for \$ paid for 9 or less remaining sessions if cancelled before completion of 5 coaching sessions. After attendance of 5 or more coaching sessions no refunds will be granted.

#### **4) Procedure**

The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time based on available booking slots on the <https://www.integraltransform.com> web site. At the time of booking a Zoom link for online coaching sessions is automatically generated, which will be used to enter the session and meet the Coach. For face-to-face sessions the meeting location will be mutually agreed on through email communication between Coach and Client (Email Integral Transformations LLC: [Manager@IntegralTransform.com](mailto:Manager@IntegralTransform.com)); Email Client: \_\_\_\_\_).

**5) Confidentiality** This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent. *Confidential Information* does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

**6) Cancellation Policy** The Client agrees that it is the Client's responsibility to notify the Coach 48 hours in advance of the scheduled session/meeting. The Coach reserves the right to bill Client for a missed meeting. The Coach will attempt in good faith to reschedule the missed meeting. Cancellations of sessions are submitted by the Client via email to [Manager@IntegralTransform.com](mailto:Manager@IntegralTransform.com).

**7) Record Retention Policy** The Client acknowledges that the Coach has disclosed his/her record retention policy with respect to documents, information and data acquired or shared during the term of the Coach-Client relationship. Such records will be maintained by the Coach in a format of the Coach's choice (print or digital/electronic) for a period of not less than 5 years.

**8) Termination** Either the Client or the Coach may terminate this Agreement at any time with 2 weeks written notice. The Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

**9) Limited Liability** Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

**10) Entire Agreement** This document reflects the entire agreement between the Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

**11) Dispute Resolution** If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

**12) Severability** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**13) Waiver** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**14) Applicable Law** This Agreement shall be governed and construed in accordance with the laws of the State of Florida, without giving effect to any conflicts of laws provisions.

**15) Binding Effect**

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns. Please sign both copies and return one copy of this Client Agreement prior to the first scheduled coaching meeting. Retain one copy for your records and mail the other to:

**CLIENT Name and Address:**

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**Client Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Coach Name/Title:** \_\_\_\_\_

Integral Transformations LLC

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix A – Meditation Coaching:**

Meditation coaching provides space to explore your personal meditation/mind-body practices, questions that relate to your individual meditation experiences, and the goals or path you may wish to pursue (secular, religious, spiritual, New Age, or other). A meditation coach helps you to reflect like a mirror and facilitates to see where you are stuck in your meditation practice. An integral approach will provide the framework to connect your personal meditation and life experiences to family, community, culture, larger collectives, morals, values, beliefs, worldviews, doctrinal religious views, sciences (e.g., neuroscience), spiritual paths and teachers, and more. Explore life goals or a personalized spiritual path. Learn to integrate different dimensions (mind, body, heart, vital subtle energies, and consciousness) into your whole way of being.