

## Integral Lifework Coaching Disclosure & Agreement Form

Welcome to **Integral Lifework**. Please read this Agreement carefully before signing it. The undersigned **Client** acknowledges they have received and understand the following information:

**Integral Lifework** is a non-clinical, collaborative, self-empowering, holistic approach to personal development and interpersonal well-being. The intention of **Integral Lifework** is to engage the **Client** on every level – physical, emotional, mental, spiritual, cultural, and social – and to provide a number of assessment methods, personal disciplines, and formalized trainings that address mutually agreed upon goals, explore a fuller awareness of self and self-nourishment, overcome non-clinical barriers to wholeness, and enhance a conscious and compassionate way of being. The **Integral Lifework Coach** agrees to provide professional services in accordance with training and experience, with focused effort and attention during scheduled consultations to facilitate the **Client's** benefit.

**Integral Lifework** draws on the theory and application of techniques developed and/or refined by T.Collins Logan. These include, but are not limited to: relaxation, visualization and breathing exercises; introspective meditation; journaling; intuitive development; spiritual perception-cognition; revising patterns of work, diet, exercise and sleep; energy practice; evaluating relationships, lifestyle choices, and living environments; community involvement; interpersonal communication; and both guided and unguided assessment instruments for self-reflection. The **Client** may be instructed in cognitive, physical, spiritual and/or social activities to address issues that have been jointly agreed upon by the **Client** and the **Integral Lifework Coach**. **Clients** may also be encouraged to consult other specialists to assist them in one or more areas. The objective is to provide lasting results, using a client-centered approach that encourages self-sufficiency in ongoing application of learned techniques. This may be formalized into an individualized **Lifework Plan**.

All services provided do not include the practice of medicine or psychotherapy, and an **Integral Lifework Coach** is not a licensed physician or therapist. These services are non-diagnostic, and are designed to complement (but not replace) licensed healing arts and educational services. Currently, **Integral Lifework Coaches** are not issued licenses by any State Governmental Agency to engage in their professional services.

Confidentiality of **Client** information will be maintained at all times, and electronic transmission of data will be safeguarded. However, the Client should avoid transmitting sensitive information via phone, e-mail, fax, or web, and instead communicate it directly and in person with their **Coach**.

**Todd Collins Logan, Integral Lifework Coach**, has acquired the following education, training, experience, and qualifications to perform the services offered to his **Clients**:

- 30+ years of interdisciplinary study, practice, and refinement of multidimensional techniques.
- Development of **Integral Lifework** transformative practice, along with related tools and metrics.
- Successful completion of alternative Healing Arts certifications, with 15+ years in practice.
- Research and publication of works on psychology, spirituality, and integral practice.

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**CANCELLATION AND REFUND POLICY**

Sessions cancelled with less than 24 hours notice may be charged in full at the Coach's discretion. The initial phone consultation fee of \$45 is non-refundable once the consultation has taken place. If a consultation has been scheduled but not yet conducted, the fee will be refunded in full upon written or verbal cancellation. Prepaid session fees, if any, will be refunded on a pro-rata basis for any sessions not yet completed at the time of termination of the coaching relationship.

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**LIMITATION OF LIABILITY**

The Client acknowledges that Integral Lifework coaching is not a substitute for professional medical, psychological, financial, legal, or other licensed professional services. The Coach makes no warranties, express or implied, regarding outcomes of coaching sessions. In no event shall the Coach's liability to the Client for any claim arising out of or related to coaching services exceed the total fees paid by the Client in the three months preceding the claim. The Coach shall not be liable for any indirect, incidental, or consequential damages of any kind.

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**SCOPE LIMITATIONS**

Integral Lifework coaching services are expressly limited to the collaborative, educational, and self-empowerment practices described in this Agreement. The Coach will not diagnose medical or psychological conditions, prescribe treatments or medications, provide legal or financial advice, or engage in any practice requiring a professional license not held by the Coach. If the Client's needs fall outside the scope of coaching, the Coach will recommend that the Client seek appropriate licensed professional services.

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**CRISIS AND EMERGENCY PROTOCOL**

Integral Lifework coaching is not designed for, and is not appropriate for, individuals experiencing acute mental health crises. If the Client experiences a psychiatric emergency, thoughts of suicide or self-harm, or intent to harm others at any time, the Client agrees to immediately contact emergency services (911), the 988 Suicide and Crisis Lifeline (call or text 988), or proceed to the nearest emergency room. The Coach is not trained or equipped to provide crisis intervention and cannot be relied upon as an emergency resource. If the Coach reasonably believes a Client is in acute crisis during a session, the Coach reserves the right to terminate the session and direct the Client to appropriate emergency resources.

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**DISPUTE RESOLUTION**

In the event of any dispute arising out of or relating to this Agreement or the coaching services provided, the parties agree to first attempt resolution through good-faith negotiation. If negotiation is unsuccessful, the parties agree to submit the dispute to mediation before a mutually agreed-upon mediator in Berkshire County, Massachusetts, before pursuing any other legal remedy. The costs of mediation shall be shared equally by both parties unless otherwise agreed.

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**GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, without regard to its conflict of law provisions. Any legal proceedings not resolved through mediation shall be conducted in the appropriate courts of Berkshire County, Massachusetts.

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**TERMINATION**

Either party may terminate the coaching relationship at any time by providing written or verbal notice to the other party. The IL Coach reserves the right to terminate the coaching relationship if the Client's needs fall outside the scope of services described in this Agreement, if the Client engages in abusive or threatening behavior, or if the Coach determines that the Client's needs **exceed the scope of coaching services** described in this Agreement. Upon termination, the Client will be referred to other appropriate resources where possible. Any fees paid for sessions not yet conducted will be refunded on a pro-rata basis.

I, the undersigned **Client** acknowledge that I understand this information, have had any questions answered, and that I have been given a copy of this **Disclosure & Agreement Form**.

**Client Name:** \_\_\_\_\_.

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_.

**Client Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_.

**Integral Lifework Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_.