



Terms and agreement for engaging services

It is important that you read and sign your understanding of the following terms and agreement requirements of the engagement of services with Green Bubbles Coaching. If you have any questions, please discuss these with me prior to starting our sessions together.

1. I, Iris Beemster, am committed to assisting you with your goals and objectives. I will work in an ethical manner with you to achieve your goals. Any commitment to action for you to achieve your goals will be by agreement. It is important to note that you are responsible for your goals and this will require your full participation. I will give you 100% in our sessions however it is you that must take the action for transformation.
2. I am in no way a medical professional, psychologist, psychiatrist or counsellor or registered health professional. I use my Youth & Life Coaching skills to assist you in your change. If you are under medical care for reasons relating to our coaching, now or at any time in the future you will need to disclose this. I may ask you to provide written acknowledgement from your Doctor or medical professional before coaching can proceed/continue. If needed, we can discuss a referral to other professionals.
3. Full payment of an appointment is required to be made 24 hours prior to the appointment unless other arrangements have been made prior.
4. Please arrive punctually to your sessions and be ready to begin. If you are delayed, you agree to inform me promptly of your delay with an estimated time of arrival. If there are clients booked after you, arriving late may shorten your session with no compensation of remuneration as the full session time has been put aside for you. Failure to attend will result in you being charged the full amount of any session missed.
5. I understand that changes to bookings may be required. Changes made more than 36 hours prior to your appointment can be done free of charge. Any change within the 36-hour period may result in full payment still being required unless the appointment is filled by another booking. Any cancellation or change of time/date made within 24 hours of the appointed time will require full payment of the cancelled appointment.
6. If I change an appointment it will only be done in an emergency. Naturally you will not be charged for any change and I will rearrange your appointment to the next most suitable time for both parties. I will not be responsible for any other costs to you in the changing of a session.
7. Our work together will remain confidential where anything discussed inside of our sessions will not be discussed outside of our sessions. There are however some exceptions to this. I will attend regular professional supervision as part of my continuing professional development, to ensure that you receive the best possible service, but any information discussed under supervision would be anonymous.
8. Notes will be made at each session and you are entitled to a copy of them if you so choose. Any notes made will be kept as secure as possible using all reasonable methods and will not be disclosed to a third party without your prior consent unless:
 - I believe there is serious harm likely to be caused to you or any other person
 - I believe there has been or will be a serious crime committed
 - I am required to relinquish notes in relation to the requirements of New Zealand Law. At this point they will only be relinquished to the appropriate authority.
9. This agreement may be terminated with appropriate notice before the end of the agreed period if:
 - a. Either party fails to comply with the terms of this agreement without good reason or notice
 - b. Agreement of payment or payments is dishonoured
 - c. Three or more sessions are cancelled by either party within the agreed working period
 - d. Either party feels that the partnership is not as effective as it could be.