



Kayse Budd The Astro Muse

Astrology-Inspired Wellness
www.kaysebudd.com



General Coaching Policies

Hello, and welcome to my coaching practice!

I have a few policies I would like to invite us to share in our work together:

- **Your Role:** This is a mentorship/coaching experience. It is geared towards motivation, goal-achievement, education, professional development, & spiritual growth. There may be a bit of health and wellness coaching. **This is not medical treatment.** If you want to join my practice for psychotherapy and medical work, that may be possible, depending on the state/country where you reside. However, it is a different process (with different entry forms, costs, and procedures).
- **Time & Place:** Sessions last 60-90 minutes, depending on our unique plans and agreements. Currently, my practice is mobile, meaning I do most of my sessions virtually (using video conference). Occasionally, in-person sessions or custom retreats may be possible.
- **Missed Sessions:** Please provide a minimum of 24 hours (and ideally 48 hours) notice for appointments you wish to cancel/reschedule. Rescheduling is labor-intensive, so please try to keep the original appointments you make, if possible. If you are unable to provide 24 hours advance notice, I will need to bill you for the session. Extenuating circumstances/emergencies/illness will be considered. I generally send reminder emails the day or morning prior to appointments, but please set reminders for appointments, as well.
- **Confidentiality:** Similar to medical work, our sessions are confidential with the exception being if I think you are at imminent risk to harm yourself or another person. In this case, I am obligated to report this information. I keep brief computerized notes for each session. Their purpose is to keep me organized and track our progress. **Coaching notes are not as well-protected by law as medical records, since patient-doctor confidentiality does not apply in non-medical relationships.** For this reason, my notes include only a short summary of the session.
- **Payment:** Paypal, Venmo, Zelle, and credit card are accepted. Venmo and Paypal use my email: mysticmandala@gmail.com. Payment is expected in advance of the session (preferred) or in the 24-hours that follow. Payments 14 days late (the 15th day after the session) will accrue a \$15 late charge. Late charge = \$1/day following that. I will send a reminder before the late fee if a balance is unpaid. Many coaching clients have purchased a package. In these cases, payment is upfront. Sessions need to be used within 6 months of purchase.
- **Phone Calls/Email:** If you need to reach me urgently between sessions: **808-635-9485**.
- For non-urgent messages, including rescheduling, please use my email: **mysticmandala@gmail.com**. Brief updates are welcome, but please save big discussions for in-person meetings. If you email and do not hear from me within about 12-24 hours, please resend.

By signing below you are acknowledging your receipt and understanding of these policies. You are also consenting to mentoring/coaching with me as a teacher/coach. Your well-being, spiritual growth, and professional success are now priorities in my life, and I will endeavor to offer information, exercises, and suggestions that I think are in your specific, best interest. You, of course, always have the right to choose to accept or reject any information, exercise, or idea I suggest. This is a collaborative process, and I trust and value your wisdom, choices, intuition, and input every step of the way.

Signature

Date