



Coaching Agreement with Student Organizational Services (2016-17)

Dear OA Client,

Student Organizational Services is pleased to be providing academic support for you this year.

1. A written agreement is necessary in order to set up an effective and successful working relationship with the client. It is based on clear communication of terms and conditions. When you ("Client") have accepted this document, it will be considered the entire written agreement between the Client and Student Organizational Services (SOS)
2. Any amendment, modification to or extension of this agreement shall be documented either directly on this Agreement as executed by the parties or by SOS writing to Client confirming any changes.
3. Cell phones:
Because cell phones are a distraction, they are not permitted in the office/classroom during a student's coaching session.
4. Services:
The OA 1:1 coaching package includes the following services (per semester) *:
 - Weekly coaching sessions on campus at Orinda Academy during the school day (no sessions during school breaks, school trips, or conference weeks)
 - Two parent meetings
 - Up to three hours of additional time (per semester) used to support your child in the form of coach meetings with teachers, conferences, class observations, emails/calls to professionals involved with the student, extra contact and emails/phone calls with client as needed

**Additional fees apply for more than two parent meetings or for support beyond the included three hours*

5. Missed appointments and cancellations:
You are required to notify your student's coach by email and/or telephone if your student will be missing or is unable to attend any regular scheduled coaching sessions. 24 hours notice is requested. Since coaching sessions, though, are provided weekly during a specific day and time slot, missed sessions and cancellations will not be made up. The sessions will just continue the following week during his/her usual scheduled appointment time.
6. Discontinuing Coaching:
Coaching packages at Orinda Academy are "per semester". A refund will not be provided for missed or cancelled sessions, or for services discontinued prior to the end of the semester.
7. Understanding:
Client understands that SOS does not provide psychological services, counseling or therapy for emotional issues. Those needing such services may request a referral and SOS can supply a list of providers in the area.
8. Coaches relationship to SOS and responsibilities:
All coaches are professionals who are independent contractors. Discussions regarding content of sessions, progress of client or any academic related issues should be addressed to the coach directly. SOS endeavors to provide an optimal match between coach and student. If at any time you have questions or are not fully satisfied, please contact the office. We reserve the right to terminate services at our discretion.
9. Payment:
Payment for services provided by SOS will be paid, by the client, directly to SOS, in accordance with the payment plan the client registered for.

Should you have any questions, just let me know.

Kindest regards,

Beth A. Samuelson



Complete
Information

Please Review Contact Information

Your (Parent) Name: _____

Student Name: _____

Contact Numbers: _____

Contact Email(s): _____

Address: _____

Choose Payment Plan

1. Single Payment Plan Payment in full of \$2,250 due by 8/18/2016
2. Two Payment Plan First payment of \$1,175 due by 8/18/2016
Second payment of \$1,175 due by 10/17/2016

Additional Student Information

Student's grade during the 2016-2017 school year: _____

Concerns for your student: _____

Any learning disabilities (if so, please explain): _____

I have read and understand the above agreement _____ Date _____
(signature)

Please complete, sign and fax back to SOS at 888.531.4767 or email back to marcie@sos4students.com .

Fax or email
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