

Coaching Appointment Cancellation Policy

1. Required Notice for Cancellations

Clients are required to provide a **minimum of 24 hours' notice** for any coaching session cancellation or request to reschedule.

- Cancellations or rescheduling requests made with less than 24 hours' notice will be considered a late cancellation.
- Failure to attend a scheduled session without notice will be considered a no-show.

2. Emergencies and Illness

Exceptions to the 24-hour notice requirement may be made in the case of **unexpected emergencies or sudden illness**. These situations will be handled with grace and discretion. Clients are encouraged to notify the Coach as soon as reasonably possible when such circumstances arise.

3. Accountability and Repeated Cancellations

Coaching sessions are reserved specifically for each client. Repeated late cancellations or no-shows disrupt the coaching process and limit availability for others.

- A pattern of late cancellations or missed appointments may be addressed directly with the Client.
- Repeated cancellations may result in removal from the coaching program, at the Coach's discretion.
- Removal from the program may include forfeiture of remaining sessions and/or loss of the Client's reserved coaching spot, in accordance with the program's terms.

4. Client Acknowledgment

By scheduling and participating in coaching sessions, the Client acknowledges and agrees to this Cancellation Policy and understands that consistent attendance is essential for progress and the effectiveness of the coaching relationship.