



KAYSE BUDD  
THE ASTRO MUSE  
ASTROLOGY-INSPIRED WELLNESS  
[WWW.KAYSEBUDD.COM](http://WWW.KAYSEBUDD.COM)



## COACHING POLICIES

Hello, and welcome to my coaching practice! I am happy you have chosen to work with me.

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, but there may also be a bit of health and wellness coaching that happens as part of the experience. **This is, however, 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), so we will need to discuss.
- **Time & Place:** Sessions last 60-90 minutes, depending on our unique plans, goals, and agreements. Currently, my practice is mobile, meaning I do most of my sessions virtually (using video conference and phone). Occasionally, in-person sessions 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 pretty labor-intensive, so please try to keep the original appointments you make, if possible. If you are unable to provide 24 hours notice **I will need to bill you** for the missed session. Extenuating circumstances/emergencies/illness will be considered, of course. I try to send reminder emails the day or morning prior to appointments, but please do what you can to make notes/set reminders/etc. 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 do keep brief computerized notes for each session. These are visible only to me. Their purpose is to keep me organized. **I have never had any outside agency request to see my coaching notes, but I like to mention them so you understand my working style. 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, they are simply a brief summary of the session.
- **Payment:** Cash, Paypal, Venmo, and credit card are accepted. Venmo and Paypal use my email: mysticmandala@gmail.com
- **Phone Calls/Email:** If you need to reach me urgently between sessions:

**MY PHONE NUMBER IS 808-635-9485.**

- For non-urgent messages, including rescheduling appointments more than 48 hours out, please use my email address: **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. Please know that your well-being, spiritual growth, and professional success are now priorities in my life, and I will consistently 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. You may also leave coaching/mentorship at any time. This is a collaborative process, and I trust and value your wisdom, choices, intuition, and input every step of the way.

---

Signature

Date