



## Online Coaching Sessions

**All coaching sessions are held via online, either through Zoom or Google Meet.** \*If you are enrolled in Engage! Communications Training, all sessions will be in-person unless discussed otherwise.

## Weekly Meeting

**Meetings are held weekly on the same day and time.** While I will attempt to accommodate requested schedule changes, please note that these changes cannot always be accommodated, and you will still be required to pay for your weekly session while enrolled in my coaching program. If necessary or appropriate, we can also schedule support, accountability, and guidance phone calls in addition to our scheduled weekly sessions. These will be billed extra, at a pro-rated amount.

## Commitment

**You are asked to commit to a weekly commitment of a minimum of 12 sessions (3 months).** Each session includes 50 minutes of 1 to 1 coaching, and 10-minutes of meeting preparation, weekly parent consult, or progress updates/check-ins for support & self-accountability. This is via phone, email or text, according to your preference.

The discovery session fee encompasses my review of any assessment documents, the discovery form, and connecting with any previous or current providers to learn more about your student. The cost for discovery fee is a flat, one-time fee of \$250. Each coaching session is \$185, and additional support outside of weekly coaching is billed at \$200/hour.

For Engage! Communications training, the fee is \$250/session with a minimum of 10 session commitment. If you pay in full in advance, the total is \$2250.

## Outcomes & Expectations

While we strive for excellence in our coaching, **we cannot and do not guarantee specific academic, life, or career outcomes.** Our primary aim is to enhance the client's executive function skills, improve their communication, and strengthen their daily life management.

## Etiquette

While I understand urgent matters can present, I request you avoid texting or calling late at night or early in the morning to respect personal boundaries. Additionally, please refrain from sending excessive emails or messages in short periods of time.



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## Confidentiality

We respect your privacy and promise to handle your personal information responsibly. We will not share your information without your explicit permission, except as required by law.

## Invoices & Payment

You will be charged a \$250 registration fee upon scheduling the discovery session.

We utilize autopay and auto-invoicing for all new clients. Wilson McLean & Associates, LLC. will automatically charge your payment method monthly and clients are required to have a credit card or ACH on file. We require one responsible party for invoicing and can provide copies of the invoice to multiple parties, as needed. Our system cannot accommodate split invoicing.

Billing goes the first Monday of every month. They are automatically emailed, and the payment is processed upon being sent. Your paid invoice will serve as your receipt. If your auto-payment is declined, you can update the system with new payment information or contact the billing department. Payments are considered delinquent if not paid within 3 days of the billing date. 1.5% interest will be added on late invoices.

## Cancellations

You must cancel sessions via text, email, or phone call at least 48 hours in advance to not be charged. **If you need to cancel a session, please communicate via one of these means 48 hours in advance or you will be charged in full for the session.**

## Parental Involvement (if necessary and/or under 18 years old)

For our process to be effective, I require parents to make all efforts to be available for family team meetings or consult sessions (when requested or on an as needed basis).

## Charges

You are allowed up to 10 minutes of consultation per session. Following this, all meetings and communication are charged at our billable rates.

## Annual Rate Increase

All business rates can increase based on inflation at the end of each school year.

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## Insurance and Requests for Superbills

We are private pay, and we do not accept insurance. We are not able to provide a traditional superbill, however we can provide a billing summary with charges, services, dates, and payments. We do not work directly with insurance companies, and we are not able to provide codes regarding diagnosis or services.

FSA and 529 Plans: Some of our clients have used their Flexible Spending Account/Health Savings Account (FSA/HSA) benefits and or/ FSA debit card to help pay for coaching services. FSA/HSA providers have varying requirements or approval processes. We encourage clients to contact their FSA/HSA provider to see if our services qualify as an approved use of those funds. If they qualify, the client can ask that **(your business name)** be added to the FSA/HSA provider's approved vendor list. Some of our families have successfully used 529 Plan college funds to pay for coaching services. Please contact your 529 Plan provider to see if that can be an option for you.

## Dispute Resolution

In the event of a dispute arising under this Agreement that cannot be resolved by mutual consent, both parties agree to attempt mediation in good faith for up to 30 days after notice of the dispute. If mediation does not resolve the matter, the prevailing party in any subsequent legal action will be entitled to recover attorney's fees and court costs from the other party.

## Termination

This agreement may be terminated by either party with 30 days' written notice. Please note that subscription plans and all coaching packages are non-refundable once paid.

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I look forward to supporting you and your family along your academic, social, and career journeys!

For any questions, please email me at: [wilsonmclean1@gmail.com](mailto:wilsonmclean1@gmail.com)