

Student: _____ R#: _____

Academic Life Coach (ALC): _____

This agreement, between the Academic Life Coach and the Student will begin on _____ and will continue at the discretion of Student Success and Retention. The initial session will last 30-45 minutes. Follow-up sessions will last 30 minutes and will meet at regular intervals to be determined.

SERVICES. The services to be provided by the ALC to the Student are primarily in-person. The sessions will take place in Drane Hall, room _____, the ALC's office. The ALC may deem that certain sessions be held in other locations at discretion and with student agreement. If you (the student) prefer to use another location as the set meeting location for sessions, fill out the attached "SESSION ALTERNATIVE LOCATION AGREEMENT FORM". Special considerations or accommodations are available upon discussion and offered in compliance with ADA requirements.

RESCHEDULING. Rescheduling/cancellation of an appointment must be made 24 hours in advance. Both parties will make every effort to do so. If you (the Student) cannot make a scheduled session and cannot provide 24 hours' notice to the ALC, please let the ALC know as soon as possible, and provide an explanation for the cancellation. The ALC may or may not have availability to reschedule the appointment immediately, and it will be your (the Student's) responsibility to make up any missed sessions.

RECORDING. I, _____ (the Student), understand that my academic life coaching sessions with the ALC may be recorded for training purposes. Only the coach(es) and instructors for the Academic Life Coaching program will listen to the recordings and the content of the recordings will remain confidential. I understand that *Student Success & Retention* ALC's are FERPA trained.

Check here if you (the Student) do NOT consent to being recorded for coach training purposes.

LIMIT OF LIABILITY. YOU EXPRESSLY UNDERSTAND AND AGREE THAT *Texas Tech University Systems, The Office of the Provost, or Student Success & Retention* SHALL NOT BE LIABLE TO YOU (THE STUDENT) FOR:

- (A) ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL CONSEQUENTIAL OR EXEMPLARY DAMAGES WHICH MAY BE INCURRED BY YOU, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, ANY PERSONAL INJURY, EMOTIONAL DISTRESS, LOSS OF GOODWILL, OR OTHER INTANGIBLE LOSS;
- (B) AN ACADEMIC LIFE COACH WILL NOT TELL YOU WHAT TO DO, AND YOU, AS THE STUDENT, ARE ALWAYS EMPOWERED TO CHOOSE AND ARE HELD RESPONSIBLE FOR YOUR ACTIONS. THE STUDENT ASSUMES ALL RESPONSIBILITY FOR ANY ACTION TAKEN ON ACCOUNT OF AN ACADEMIC LIFE COACHING SESSION AS WELL AS ALL OUTCOMES AND RESULTS.

- (C) ACADEMIC LIFE COACHING SESSIONS ARE VOLUNTARY, COOPERATIVE, AND STUDENT-DRIVEN. PARTICIPATION DOES NOT GAURANTEE SUCCESS, AND STUDENT SUCCESS AND RETENTION MAKES NO PROMISE OF RESULTS. RESULTS ARE ENTIRELY CONTINGENT ON STUDENT ACTIONS, BEHAVIORS, AND PARTICIPATION.
- (D) IN THE EVENT THAT THE STUDENT DIVULGES INFORMATION THAT THE ALC DETERMINES THAT THE STUDENT IS A RISK TO HIM/HERSELF OR OTHERS, THE ALC IS LEGALLY RESPONSIBLE TO NOTIFY DEPARTMENT SUPERVISORY PERSONNEL, THE UNIVERSITY TITLE IX COORDINATOR OR DEPUTY COORDINATOR, UNIVERSITY COUNSELLING AND/OR OTHER APPROPRIATE UNIVERSITY PERSONNEL.

THE LIMITATIONS ON Texas Tech University Systems, The Office of the Provost, or Student Success & Retention ABOVE SHALL APPLY WHETHER OR NOT Texas Tech University Systems, The Office of the Provost, or Student Success & Retention IS NEGLIGENT OR HAS BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING.

The signatures below indicate full understanding and agreement with the information above.

Student Signature

Date

Academic Life Coach Signature

Date

SESSION ALTERNATIVE LOCATION AGREEMENT FORM

This form defines the parameters agreed upon by the Student, _____, and the ALC, _____, regarding meeting location. By signing this form, all parties agree that they have discussed and agreed upon an alternative location for regular session meetings at the request of the student.

ALTERNATIVE LOCATION. All meetings will be held at the following location, unless otherwise discussed and agreed upon at least 24 hours in advance.

Alternative Location: _____

Reason For Requested Location Change:

ENVIRONMENTAL ACKNOWLEDGEMENT & LIMIT OF LIABILITY. I (the Student) understand that the location I (the Student) have requested is subject to factors that are outside of the control of *Student Success & Retention*, including but not limited to; population size, availability of seating, comfort factors, safety factors, accessibility factors, and any and all other adverse conditions, factors, or situations that may arise in the course of a coaching session AT THE ALTERNATIVE LOCATION OF MY (THE STUDENT) CHOICE AND UPON MY REQUEST. *Student Success & Retention* SHALL IN NO WAY BE LIABLE FOR:

- (A) ANY DAMAGES INCURRED IN THE ALTERNATIVE LOCATION OF MY (THE STUDENT) CHOICE, WHETHER DIRECT, INDIRECT, INCIDENTAL, SPECIAL CONSEQUENTIAL, EXEMPLARY, PERSONAL, EMOTIONAL, OR OTHER TANGIBLE OR INTANGIBLE LOSS.
- (B) ANY DAMAGE OR LOSS OF ANY PERSONALLY OWNED ITEMS DURING THE COURSE OF OR THROUGH ANY INCIDENT OCCURING DURING AN ACADEMIC LIFE COACHING SESSIONS HELD IN THE ALTERNATIVE LOCATION OF MY (THE STUDENT) CHOICE.
- (C) ANY NEGATIVE ENCOUNTERS WITH OTHER INDIVIDUALS DURING THE COURSE OF AN ACADEMIC LIFE COACHING SESSION AT THE LOCATION OF MY (THE STUDENT) CHOICE.

Student Signature

Date

Academic Life Coach Signature

Date