

Shore Success Academic Coaching

Coaching Agreement & Program Policies

Applies to all Shore Success Academic Coaching enrollments, effective Fall 2026 forward.

Welcome to Shore Success Academic Coaching. This agreement is intended to make sure we begin the semester with a shared understanding of what coaching includes, what you can expect from me, and what I will expect from you.

Eligibility

Shore Success Academic Coaching enrolls students who are 18 years of age or older. By enrolling, the Student represents that they meet this requirement. Shore Success Academic Coaching does not provide services to, and cannot enter into this agreement with, a student under 18.

Application & Acceptance

Submitting the intake form and acknowledging this agreement is an application for enrollment, not a guarantee of a place in the program. Shore Success Academic Coaching may accept or decline any application, at its sole discretion, for any lawful reason.

No payment is requested or collected before an application is accepted. If an application is accepted, Shore Success Academic Coaching will provide payment instructions; the Student's place in the program is confirmed once that payment is received in full, as described under Program Fee & Enrollment below.

The Program

Shore Success Academic Coaching provides individualized academic planning, organization, accountability, and execution support throughout the enrolled semester, following the Student's institution's academic calendar for that semester (including a planned break where the institution's calendar provides one).

Your program includes:

- One 45-minute kickoff session
- A semester-planning assignment completed between kickoff sessions
- One 30-minute follow-up kickoff and semester-plan review
- One 30-minute planning and coaching session each week
- One 15-minute accountability check-in each week
- An extended 60-minute planning session during the midterm period
- An extended 60-minute finals-planning session
- A 30-minute end-of-semester review
- Between-session accountability and planning support

Program Fee & Enrollment

The program fee is the amount confirmed with the Student upon acceptance, paid in full at that time.

Enrollment and the Student's place in the program are confirmed once that payment and this agreement's acknowledgment have been received.

The program does not automatically renew. Coaching for another semester or at another institution may have a different schedule, program structure, and fee based on that institution's academic calendar.

What You Can Expect From Me

I will help you:

- Build and maintain a realistic semester plan
- Identify upcoming deadlines and competing priorities
- Break large assignments and goals into manageable steps
- Develop weekly plans based on your actual workload and available time
- Recognize problems before they become academic emergencies
- Adjust plans when life or school doesn't go according to plan
- Develop planning, organization, prioritization, and accountability skills that you can increasingly use independently
- Identify when another resource could help and, when appropriate, recommend that you contact an instructor, professor, TA/PA, academic advisor, tutor, accessibility office, or other institutional resource

Our work is collaborative. My role is to help you develop and execute systems that work for you, rather than manage your academic life for you.

Shore Success Academic Coaching provides academic coaching. It is not subject-matter tutoring, academic advising, counseling, or mental-health treatment, and it does not replace any support services offered by the Student's institution.

What I Expect From You

You remain responsible for your academic work and decisions.

I ask that you:

- Attend and participate in scheduled coaching sessions
- Be open about what did and did not get done
- Maintain the planning system we establish together
- Complete agreed-upon planning and accountability tasks between sessions
- Keep course deadlines, assignments, exams, and other academic information reasonably current
- Bring or maintain access to relevant syllabi, course calendars, LMS information, and other materials needed for planning
- Tell me when a plan isn't working
- Contact professors, instructors, advisors, tutors, or other institutional resources when appropriate
- Follow your institution's academic-integrity requirements

You do not need to have a perfect week before meeting with me.

If the plan fell apart, something didn't get done, or the week went completely differently than expected, show up anyway. The point of coaching is not to prove that the plan worked. The point is for us to figure out what happened, adjust, and build a better plan together.

Between-Session Support

Brief between-session support for planning, accountability updates, and reprioritization is included in the program.

Messages will normally receive a response within one business day, Monday through Friday.

Between-session support is not intended to replace scheduled coaching sessions or provide subject tutoring, extensive assignment review, or immediate/on-demand assistance.

Scheduling, Cancellations & Late Arrivals

Sessions may be rescheduled with at least 24 hours' notice, subject to availability.

Cancellations with less than 24 hours' notice and missed sessions are considered used. Exceptions may be made for emergencies at Shore Success Academic Coaching's discretion.

If you arrive late, the session will still end at its originally scheduled time.

If Shore Success Academic Coaching needs to cancel or reschedule a session — including for illness, emergency, or other circumstances beyond reasonable control — the session will be rescheduled at no cost to the Student, and no session will be counted as used.

Unused sessions expire at the end of the enrolled semester and do not roll over into another semester.

Refund Policy

The program fee is refundable prior to the beginning of the Student's first kickoff session.

Once the first kickoff session begins, the program fee is nonrefundable.

The fee reserves a semester-long coaching place and recurring availability for the Student. Exceptions may be made by Shore Success Academic Coaching in extraordinary circumstances or when otherwise required.

If Shore Success Academic Coaching ends the coaching relationship for reasons unrelated to the Student's conduct or participation, an appropriate refund for services that will not be provided will be determined.

Academic Integrity

Coaching supports the Student's own academic work.

Shore Success Academic Coaching may help a student understand assignment requirements, plan projects, develop study strategies, organize their approach to coursework, prepare questions, and break assignments into manageable steps.

Shore Success Academic Coaching will not complete graded work for a student or provide answers intended to be submitted as the student's own work.

Academic Outcomes

Coaching can provide planning, structure, strategy, and accountability, but academic results ultimately depend on many factors outside the coach's control.

Shore Success Academic Coaching does not guarantee particular grades, GPA, academic standing, graduation, admission, or other academic outcomes. Any progress tracking, estimates, or projections provided as part of coaching are planning tools only, based on self-reported information, and are not guarantees of any outcome.

Student Privacy

The Student is the coaching client, regardless of who pays the program fee.

Information about coaching conversations, grades, academic performance, attendance, progress, or communications will not be routinely shared with a parent or other payer without the Student's permission, except when disclosure is required.

Administrative information related to payment and receipts may be communicated directly to the person who made the payment.

Students may choose to authorize specific information to be shared with another person.

Student information may be stored using scheduling, records, and communication tools used to operate Shore Success Academic Coaching. Reasonable care is taken to keep this information secure and to limit access to what is needed to provide coaching.

Limitation of Liability

To the fullest extent permitted by law, Shore Success Academic Coaching's total liability arising out of or related to this agreement is limited to the program fee paid by or on behalf of the Student. Shore Success Academic Coaching is not liable for indirect, incidental, or consequential damages, including academic, financial, or emotional outcomes, arising from participation in or discontinuation of coaching.

Governing Law

This agreement is governed by the laws of the State of Rhode Island, without regard to conflict-of-law principles.

Ending Coaching

Either the Student or Shore Success Academic Coaching may end the coaching relationship.

Shore Success Academic Coaching may end coaching when continued services are no longer appropriate, when the Student's needs fall outside the scope of academic coaching, because of persistent inappropriate conduct, or because continuing the relationship is otherwise impracticable.

Ending coaching after the first kickoff session does not, by itself, create an entitlement to a refund, subject to the Refund Policy above.

Acknowledgment

This Coaching Agreement & Program Policies document applies to every Shore Success Academic Coaching enrollment. It is not signed on its own — by checking the acknowledgment box on the intake form, you confirm that you have read and understand this document and agree to participate under these terms if your application is accepted. That electronic acceptance has the same effect as a handwritten signature on this agreement.

