

# **Terms and Conditions for Mentoring Services**

#### 1. Introduction

- 1.1 These Terms and Conditions ("T&Cs") apply to all mentoring services provided by Leanne Davies Marketing ("Mentor," "we," "us," or "our") to you ("Client," "you," or "your").
- 1.2 By booking or engaging in a mentoring session, either online via Zoom or in person, you agree to be bound by these T&Cs.
- 1.3 These T&Cs are governed by and construed in accordance with the laws of England and Wales.

#### 2. Mentoring Services

- 2.1 The Mentor provides one-on-one mentoring sessions either via online video conferencing (Zoom) or in person, based on prior arrangement.
- 2.2 The scope of the mentoring services will be as agreed upon at the time of booking and may include, but is not limited to, support and advice with marketing, content creation, social media management, personal branding, and content systems.
- 2.3 The Mentor will use reasonable care and skill in providing the services but does not guarantee specific outcomes or success as a result of the mentoring.

# 3. Booking and Payment

- 3.1 All sessions must be booked in advance, with payment required at the time of booking or as per the agreed schedule.
- 3.2 Payment can be made via Stripe
- 3.3 All fees are non-refundable unless in exceptional circumstances which must be discussed with The Mentor, except as outlined in Section 5 (Cancellation and Rescheduling).
- 3.4 Prices for services are subject to change, but any changes will be communicated to you in advance and will not affect sessions already booked and paid for.

### 4. Client Responsibilities

- 4.1 The Client agrees to attend all sessions on time. In the case of online sessions, the Client must ensure they have the appropriate technology and internet access to participate.
- 4.2 The Client is responsible for their own decisions and actions resulting from the mentoring sessions. The Mentor does not offer financial, legal, or medical advice, and any decisions made by the Client following a session are made at the Client's own risk.

#### 5. Cancellation and Rescheduling

- 5.1 If you need to cancel or reschedule a session, you must provide at least 12 hours notice.
- 5.2 If the required notice is given, the session can be rescheduled at no additional cost. If insufficient notice is provided, the session fee may be forfeited.
- 5.3 The Mentor reserves the right to cancel or reschedule a session with reasonable notice. In the unlikely event that this happens, you will be offered an alternative session date or a full refund of the session fee.

#### 6. Confidentiality

- 6.1 Both parties agree to maintain confidentiality regarding any sensitive information shared during the mentoring sessions.
- 6.2 The Mentor will not disclose any personal or business information to third parties without the Client's explicit consent, except where required by law.

#### 7. Intellectual Property

- 7.1 All materials provided by the Mentor during the course of the mentoring sessions, including but not limited to documents, presentations, and worksheets, are the intellectual property of the Mentor.
- 7.2 These materials are provided for the Client's personal use only and must not be reproduced, distributed, or shared without the Mentor's prior written consent.

#### 8. Limitation of Liability

- 8.1 The Mentor shall not be liable for any indirect, incidental, or consequential loss or damage arising out of or in connection with the services provided.
- 8.2 The Mentor's total liability under these T&Cs shall not exceed the total amount paid by the Client for the mentoring services in the preceding 12 months.

#### 9. Termination

- 9.1 Either party may terminate the mentoring relationship at any time by providing written notice to the other party.
- 9.2 If the Client terminates the contract, no refunds will be provided for sessions already conducted. If the Mentor terminates the contract, any fees paid for unused sessions will be refunded.

### 10. Governing Law

- 10.1 These T&Cs shall be governed by and construed in accordance with the laws of England and Wales.
- 10.2 Any disputes arising out of or in connection with these T&Cs shall be subject to the exclusive jurisdiction of the courts of England and Wales.

### 11. Amendments

11.1 The Mentor reserves the right to amend these T&Cs from time to time. Any changes will be publicly available via www.leannedaviesmarketing.co.uk and will apply to future sessions.

## **12. Contact Information**

12.1 For any questions or concerns regarding these T&Cs, please contact us hello@leannedaviesmarketing.co.uk