



# The Process

INSTITUTE FOR PERSONAL CHANGE

[www.theprocessworks.org](http://www.theprocessworks.org)

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## Process Cost Sheet & Contract

The cost of the Process is \$5,000.00

\$500 reserves your space in the next Process

Balance to be paid at or before the first Process Session. If you need to pay your Process fees in installments, contact the Executive Director to make arrangements.

*Please make checks payable to: **The Institute for Personal Change**, and mail to the address below. Venmo, Zelle, and PayPal also accepted.*

The Institute for Personal Change (IPC) and \_\_\_\_\_  
(Client) agree to the following terms.

Client will pay IPC \$5,000.00 plus any applicable service charges. Final payment is due at or before the first session of the Process, unless a payment plan is in place, and signed.

IPC will provide a nine week Process for Client. Process includes one or more group meetings per week, and one or more private meetings with Client's Process Teacher per week for each week of the Process. There will be no additional charges for additional sessions during the nine weeks of the Process. The final two sessions of the Process, "Closure" and "Commencement Celebration," are clearly identified, and signify the end of the nine week Process.

Client will prepare all the homework assignments given to her/him, in a timely fashion. Client will attend all sessions. IPC will provide client feedback and assistance as needed.

Client agrees that she/he enters into this contract willingly.

Unused fees paid by Client are refundable until the beginning of the third group session of the Process. After that time, fees are non-refundable.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date