

# Kathy Sandquist LLC: Fee Agreement and Financial Policy

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This document describes our policies regarding fees, payments, refunds, and scholarships for the services provided by Kathy Sandquist LLC and its subsidiary, Inner Studios. “Offerings” include but are not limited to workshops, cohorts, curriculum, materials, activities and consultations, whether in-person or online. All participants in coaching services and/or Inner Studio program offerings will be referred to as “clients” in this policy.

## Fees

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Kathy Sandquist LLC retains the right to set fees for all **coaching services** and **Inner Studio program offerings**. Coaching fees will be posted clearly on [www.kathysandquist.com](http://www.kathysandquist.com) and Inner Studio fees will be posted clearly on [www.yourinnerstudio.com](http://www.yourinnerstudio.com).

## Payments

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Payment plan options are set by Kathy Sandquist LLC and will be posted on the appropriate website for the offering. Clients will receive invoices by email. All client payments will be due on the 15th of each month as dated in the invoice. Payments may be made in one of 3 ways.

1. Via **Venmo**: @kathy-sandquist
2. Via **PayPal**: kathysandquist@gmail.com
3. By **check**, payable to Kathy Sandquist and mail to: 5816 Plateau Dr. Felton, CA 95018

A paid receipt will be sent to any client who requests one.

To resolve any questions about your invoice, please promptly email [kathy@kathysandquist.com](mailto:kathy@kathysandquist.com) or call Kathy Sandquist at 650.704.0597.

## Discounts and Scholarships

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Kathy Sandquist LLC retains the right but is not required to offer discounts and scholarships. Full Scholarships are not provided. Partial scholarships will be offered upon request as funds are available.

## Refunds

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Full refunds will be given if requested prior to the start of the program or coaching agreement.

**Satisfaction Guarantee:** A full refund, of all paid fees, will be honored for any participant who is not satisfied with their experience upon completion of the Inner Studios Pilot program. The refund will be paid to the client within 30 days of the end of the program. Note: Clients must attend the full program to receive a refund based on dissatisfaction. A request for a refund must be made in writing and include the reasons they were dissatisfied. Email your request to [kathy@kathysandquist.com](mailto:kathy@kathysandquist.com).

Refunds will not be given for missed appointments or absenteeism from a program offering.

## Important Notes

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Inner Studios, [www.yourinnerstudio.com](http://www.yourinnerstudio.com), and [www.kathysandquist.com](http://www.kathysandquist.com) are owned by Kathy Sandquist LLC.

Kathy Sandquist LLC does not collect any personal financial information. We collect your first and last name, your email address, your phone number, and we note the services, payment plans and timing options you select. We do not sell or share any of this information with other individuals or business.