

# WU Coaching Services Application

**WU coaching participant (hereinafter referred to as client)**

Name, acad. degree: .....

Organizational unit: .....

Email address: .....

Telephone no.: .....

Coach: .....

**Number of coaching sessions** required to reach the goals agreed upon between coach and client:

..... sessions, ..... minutes each.

Costs per session € ..... net amount gross amount

Amounting to a total of € .....

**Starting date for coaching sessions** (month/year): .....

**Estimated ending date** (month/year): .....

I acknowledge that as a coaching client, I am subject to a **deductible in the amount of EUR 30,- per coaching session (60 min.)**. I will be billed by the WU Personnel Development and Planning Office for this amount. – The coach will bill WU directly for the total amount.

- My organizational unit will be covering the deductible.
- I will be paying the deductible myself. My billing address is:

.....

**I acknowledge that as a condition for WU covering the cost of my coaching sessions, I am required to provide feedback after completing the coaching process.**

Feedback is a key element of quality control. This report is to focus solely on my satisfaction with the coach and the coaching process as a whole. A brief set of guidelines for writing feedback reports is available from the Personnel Development and Planning Office.

.....  
 Date, client signature

.....  
 Date, coach signature

Please send this application by in-house mail, fax, or email to Florian Reisky ([florian.reisky@wu.ac.at](mailto:florian.reisky@wu.ac.at), ext. 5831) or Alexander Mingst ([Alexander.Mingst@wu.ac.at](mailto:Alexander.Mingst@wu.ac.at), ext. 4350), Personnel Development and Planning Office.

If you have any further questions, please feel free to contact Floria Reisky or Alexander Mingst by phone.