

# Heartwork Institute, LLC

## Student Intake & Agreement Form

### Welcome to Heartwork

---

*In the heart of every problem lies its solution.*

Heartwork is an experiential process that helps you turn challenges into insight and compassion. Through curiosity, openness, and a commitment to the truth, we explore what feels most alive in you and transform “problems” into doorways to clarity, freedom, and joy.

### Preparing for Your Sessions

---

Heartwork is most meaningful when approached with presence and intention. It is helpful to:

- Set aside a few quiet minutes beforehand to get present
- Notice what issue feels alive, stuck, tender, and/or pressing
- Allow some time after your session for reflection and integration

### Fees and Sliding Scale

---

#### Standard Fee

50-minute session: **\$250**

#### Sliding Scale Option

You may use the sliding-scale calculator to determine your suggested fee (between **\$125 and \$250**). Please complete it before your first session so you can know your fee.

#### Calculator Link

<https://bit.ly/HWSlidingScale>

#### How to Use the Sliding Scale Calculator

- 1** Click the link — Google Sheets will prompt you to make a copy. This creates your private version and allows you to edit it
- 2** On the **Client Form** tab, answer the three questions in the blue boxes.
- 3** Your suggested fee will calculate automatically.
- 4** Click **Share** in the upper right and enter **awakentheheart@gmail.com**.

If you don't use Google or prefer not to, you can find a downloadable Excel version on our website at <https://awakentheheart.org/wp-content/uploads/2025/12/sliding-scale-20454.xlsx>.

*We'll review this fee together and confirm an amount that feels fair, honest, and workable.*

## Quick Policies Overview

---

*These guidelines help support clarity, safety, and respect for your time and Dale's.*

### Sessions

Sessions are typically 50 minutes and may be held in person or online.

### Cancellation Policy

Please provide 24 hours' notice when possible.

Missed or late-cancelled sessions are billed at the full fee.

### Payment

- Payment is due at each session.
- Payment may be made by cash, check, credit card, PayPal, or Venmo.
- Checks returned by the bank will include a **\$25 service fee**.
- Receipts are available upon request. Email Annette at [officesptllc@gmail.com](mailto:officesptllc@gmail.com).

### Personal Information

---

Please type into the fields below:

Name:	
Date of Birth:	
Email:	
Street Address:	
City, State, Zip:	
Home/Cell Phone:	
Work Phone:	
Marital Status:	
Partner's Name (if applicable):	
Emergency Contact Name:	
Emergency Contact Phone:	
Relationship:	
Who referred you to Heartwork?	

May we thank them for the referral? Yes No

### **Acknowledgement of Agreement**

I have read and understand the information above. I agree to the stated fees, cancellation policy, and payment expectations. By typing your name below, you are signing this form electronically.

Electronic Signature (type your name):	
Date:	

Please return this completed form to: [awakentheheart@gmail.com](mailto:awakentheheart@gmail.com)

Dale Goldstein • Heartwork Institute, LLC • 882 Titus Avenue • Rochester, NY 14617 • (585) 739-8884  
<https://awakentheheart.org/> • [awakentheheart@gmail.com](mailto:awakentheheart@gmail.com)