

Savannah Educational Consultants, LLC

Contract for Services

Consultants' Responsibilities Include:

- Professional evaluation of all available academic and psychological records.
- (In cases of learning disabled students additional testing may be required to better match programs and schools.)
- Standardized testing evaluation and planning
- In–depth interviews with parents and students in order to thoroughly evaluate the student and recommend appropriate schools.
- Research to develop a realistic list of colleges tailored to the student’s abilities, interests and needs.
- Assistance with planning visits and interview techniques.
- Portfolio review if necessary.
- Assistance with special services if necessary.
- Strategies for admission.
- Guidance in completing application forms.
- Guidance in essay writing.
- Reviewing of essays and applications
- Guidance in final decision making.
- Conducting the admissions process in an ethical and conscientious manner.

Additional responsibilities may include (if you choose the additional services):

- Administering the Highland Test Battery and giving an in-depth report and interpreting the results.
- Scheduling tutoring sessions.

Consultants' Responsibilities **DO NOT** include:

- Guarantee of admission to or satisfaction with program or particular school.
- Exertion of influence on college admission offices.
- Writing of essays and filling out application forms.

Student’s and Family’s Responsibilities Include:

- Scheduling appointment times with consultants.
- Canceling appointment time at least 24 hours in advance (if necessary).
- Arriving at appointments in a timely manner.
- Scheduling school appointments and visits.

- Preparation of essays, completion of application forms
- Checking ALL deadlines and submitting all required materials and fees to prospective schools in a timely manner.
- Remaining in communication with consultants in order to facilitate placement and monitor status of applications.
- Notifying schools of intention to accept or decline offers of admission.

Cancellation/Termination

- There is a 24 hr cancellation policy. Clients will be charged \$50 for missed appointments with the exception of weather delays and emergencies. Should an emergency occur Savannah Educational Consultants retains the right to cancel without 24 hrs notice.
- If for any reason student does not avail him/herself of all available sessions or elects to apply to only one school for Early Decision/Early Action no refund will be given for sessions not used, unless prior arrangements have been made.
- Savannah Educational Consultants retains the right to terminate services rendered should there be 3 missed sessions without notice.
- Savannah Educational Consultants retains the right to terminate without notice if client fails to be an active participant in the counseling process. In either case NO REFUNDS will be given.
- The contract will be valid until graduation from high school. Any services rendered beyond graduation, such as transferring, shall be charged on an hourly basis.

Student's Name: _____

Signature: _____

Parent's Name: _____

Signature: _____

Savannah Educational Consultants, LLC

By: _____, Manager

Date: _____

Release of information:

I _____ (parent/guardian)
give permission for Savannah Educational Consultants to obtain
records/testing on _____
from _____

or to release records to _____

All records/reports obtained will be held strictly confidential and will not
released without the signed consent of the parents/student (if over 18).

Signed:

Student/parent/guardian if student under 18 years old