



Contract for College Counseling Services 2020

Consultants' Responsibilities Include:

- Assessing, making recommendations for, and representing each student accurately and fairly based upon a professional evaluation of the circumstances, requirements, and needs of the student.
- Acting professionally, responsibly, and ethically in all relationships with students, families, high schools, college admission personnel, and colleagues.
- Professionally evaluating all available academic and psychological records.
- Referral for testing to receive accommodations if necessary.
- 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.

Consultants' Responsibilities DO NOT include:

- Guarantee of admission to or satisfaction with program or school.
- Exertion of influence on college admission offices.
- Writing of essays and filling out and submitting 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 college visits and interviews.
- Students are responsible for preparation of essays.
- Completion of application forms (with the guidance of the counselor).
- Checking ALL deadlines for applications and scholarships 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 except in the case of weather delays and emergencies. Should an emergency occur Savannah Educational Consultants retains the right to cancel without 24 hr. notice.
- If for any reason the 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 three 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.
- If families elect to discontinue services, the amount paid is NON-REFUNDABLE.
- 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.

Date services started: _____

Student:

Name: _____

Address: _____

Street

City

Zip Code

Person/s Responsible for billing:

Name: _____

Address: _____

Street

City

Zip

Please note:

- **First year fee or deposit of \$500 to be paid on signing the contract which will be deducted from contracted amount.**
- **The balance for that year is due within 30 days, unless other arrangements have been made.**
- **Students will be billed each summer for the upcoming year.**
- **All accounts must be paid by the start of the school year, unless payment arrangements have been made, otherwise services will not be rendered.**
- **PAST DUE ACCOUNTS MAY RESULT IN A SUSPENSION OR TERMINATION OF SERVICES.**
- **Families who elect hourly consulting will billed on an hourly basis. Phone calls longer than 15 minutes as well as time spent on emails, essay editing, and applications will be considered billable.**
- **Financial assistance and/or a payment plan is available to families who prove financial need.**

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:

_____ (student's Name)

from _____

or to release records to _____

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

Signed:

Student

Parent/guardian (if student under 18 years old)