



College Counseling Services Contract 2019/2020

We are committed to providing the highest level of college counseling advising and service to our students and families. Our professionals have years of experience in the field of higher education, are members of relevant educational organizations and routinely take part in continuing professional development. Our responsibilities to you 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. We recommend appropriate schools for students through in-depth interviews.
- 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 and referring for testing to receive accommodations, if necessary.
- Standardized testing evaluation and planning. Portfolio review if necessary.
- Research to develop a realistic list of colleges tailored to the student's abilities, interests and needs.
- Assistance with planning visits and interview techniques.
- Guidance in completing application forms.
- Guidance in essay writing. Reviewing of essays and applications
- Guidance in final decision-making.

As professional college counselors, we are committed to ethical practices, meaning that we do not:

- Guarantee admission to or satisfaction with program or school.
- Exert influence on college admission offices.
- Write essays or fill out and submit application forms for students.

Your responsibilities as student/family are:

- Schedule appointment times with consultants.
- Cancel appointment time at least 24 hours in advance (if necessary).
- Arrive at appointments in a timely manner.
- Schedule college visits and interviews.
- Students are responsible for preparation of essays.
- Completion of application forms (with the guidance of the counselor).
- Check ALL deadlines for applications and scholarships and submitting all required materials and fees to prospective schools in a timely manner.
- Remain in communication with consultants in order to facilitate placement and monitor status of applications.
- Notify schools of intention to accept or decline offers of admission.

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)

Payment Policy

- First year fee or a deposit of \$500 to be paid on signing the contract, which will be deducted from contracted amount.
- Credit card or check payment accepted.
- We offer a 10% discount for returning families and siblings.
- The balance for that year is due within 30 days, unless other arrangements have been made.
- **Students are 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.**
- Families who elect hourly consulting will be 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.
- PAST DUE ACCOUNTS MAY RESULT IN A SUSPENSION OR TERMINATION OF SERVICES.

Student's Name: _____ Signature: _____

Parent's Name: _____ Signature: _____

Cancellation/Termination Policy

- There is a 24-hour 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 retain the right to cancel without 24 hours' notice.
- If, for any reason, the student does not avail themselves 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.

Services start date: _____ Grade: _____

STUDENT:

Name: _____

Address: _____

Street

City

State

Zip Code

Telephone Number _____

PERSON/S RESPONSIBLE FOR BILLING:

Name: _____

Address: _____

Street

City

State

ZIP

Telephone Number: _____

Payment type (CHECK): Check _____ Credit Card _____ Cash _____

Pay in full: _____ Pay for year: _____ Payment plan: _____

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