

University College Advisors
110 Main Street
Northport, N.Y. 11768
516-443-5192

Independent Educational Consultant Client Agreement

Terms of Agreement

Responsibilities of the Educational Consultant

- In-depth interviews with parents and student to thoroughly evaluate the student and recommend appropriate schools. Consultations with teachers and other professionals, when appropriate.
- Professional evaluation of all academic records, including evaluation of standardized testing, psychological tests and reports, and related reports pertinent to the college admissions process.
- Assessments, including career and college major Interest Inventory.
- Research to develop a realistic list of schools tailored to the student's abilities, interests and needs.
- Reviewing student options after visits.
- Providing guidance with applications, including review of student essays.
- Discussion and preparation for interviews, school visits, and applications.
- Assistance with establishing a college list and discussing hierarchy of school preferences.
- Updating of educational information through school visits.
- Communication with admissions officers, school counselors or other professionals, as required.

The responsibilities listed above do not include:

1. Guarantee of admission to or satisfaction with programs of a particular school.
2. Exertion of undue influence on school admission officers or others related to the admissions process.
3. Writing essays or filling out applications forms.

The Consultant shall neither solicit nor accept compensation from any institutions for placement of the client.

Responsibilities of the Student

- Maintain close communication with Consultant in order to facilitate placement and monitor status of applications.
- Provide consultant with all high school transcripts and results of all educational and psychological testing, if applicable.
- Complete, submit and monitor status of applications.
- Notify Consultant of intention to accept or decline offers of admission.
- Conduct the admissions process in an ethical and conscientious manner.

Compensation

I have read and understand the conditions stated above for educational consulting services and agree to pay the full fee of \$3,000.00 for said services. This fee is inclusive, with the exception of special arrangements agreed to

following the contract date. This agreement begins on the contract date and terminates May 1st of student's senior year in high school.

Student's name: _____

Parents Signature(s): _____

Date: _____

Date: _____

Consultant Signature: _____

Date: _____