

## **Top College Consultants - Educational Consulting Services Agreement**

### **TCC's responsibilities include:**

1. Detailed assessment of the student's needs.
2. Consultations with teachers and other professionals when appropriate.
3. Review of academic records, psychological evaluations (if applicable), test scores and other materials relevant to college selection.
4. Extensive research to develop a customized list of schools.
5. Assistance with applications, including review of student essays.
6. Practice for college interviews.
7. Assistance with understanding financial aid offers and making final school choice.
8. Staying informed via school visits and participation in professional meetings.
9. Maintaining memberships and ethical standards of the New England Association for College Admission Counseling and the Independent Educational Consultants Association.
10. Maintaining confidentiality of identifying and personal information except with client's explicit consent or when otherwise legally mandated.

### **TCC's responsibilities do not include:**

1. Guarantee of admission to particular schools.
2. Influencing college admission officers.
3. Writing essays.
4. Writing letters of recommendation.

### **Student and family's responsibilities include:**

1. Consistent, timely communication with TCC during the application process.
2. Notifying TCC of college acceptances and of the student's final decision.
3. Acting in a truthful, ethical, and conscientious manner.
4. Completing applications and submitting supporting materials (e.g., transcripts, test scores, letters of recommendation) prior to deadlines.
5. Providing 24 hours notice for cancelling meetings to avoid being charged for the time.
6. Supplying background information to TCC as requested (e.g., parent and student questionnaires, transcripts, test scores, high school profile).
7. Determining the Expected Family Contribution (EFC) by using the Net Price Calculators (NPCs) on college websites. Completing financial aid forms (FAFSA, CSS Profile) if applicable.
8. Scheduling college tours and interviews.

TCC's recommendations are based on the accuracy of information provided by the student.

TCC does not accept compensation from any institutions for placement of the student.

**I understand and agree to the conditions stated above. I agree to pay:**

\_\_\_ The Full fee of \$\_\_\_\_\_.00 for a comprehensive package. (See [Pay Now](#) page on website for fee schedule.) This fee includes all of TCC's responsibilities detailed above. Payment is due in full at the time of contract signing.

\_\_\_ The ongoing rate of \$200/hour (5 hour minimum) for specific tasks such as creation of a college list or essay review. An initial retainer of \$1,000 is required, and the balance will be billed monthly.

This working relationship begins upon signing of the agreement, and normally ends upon a student's commitment to a specific college, unless otherwise mutually decided in advance. The family has the right to terminate this agreement at any time. TCC may choose to terminate the agreement if the family is not fulfilling its responsibilities. TCC will not refund fees paid for work that has already been completed.

Additional services requested by the family that are not included in this agreement (e.g., assisting the student through the transition process after enrolling in college) require an additional fee.

First parent (signed) \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Second parent, if applicable (signed) \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student (signed) \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_