

Top College Consultants - Contract for Services

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 making final school choice.
8. Staying informed via school visits and participation in professional meetings and trainings.
9. Maintaining memberships and ethical standards of the New England Association for College Admission Counseling and the Independent Educational Consultants Association.

TCC's responsibilities do not include:

1. Guarantee of admission to particular school.
2. Influencing college admission officers.
3. Writing essays.

Student and family's responsibilities include:

1. Consistent communication with Dr. Endlich during the application process.
2. Notifying Dr. Endlich of college acceptance decision.
3. Acting in an ethical and conscientious manner.

The family understands that TCC's recommendations are based on the accuracy of information and materials submitted by the student. Dr. Endlich shall neither solicit nor accept compensation from any institutions for placement of the client.

I have read and understand the conditions stated above for educational consulting services and agree to pay:

The Full fee of \$4,000.00 for said services. This fee includes all of TCC's responsibilities detailed above. Additional services (e.g., assistance with obtaining accommodation for special needs) are at additional cost at the hourly rate. Payment is due in full at the time of contract signing.

The ongoing rate of \$200/hour. An initial retainer of \$1,000 is required, and the balance will be billed monthly.

Pro bono (no charge) services in cases of financial need.

Client (signed) _____

Printed Name _____ Date _____