



CollegePrep Lab Admissions Consulting Service Agreement

This agreement is between you _____.

and CollegePrep Lab. It will provide independent, objective college admissions consulting services specializing in the confidential management of your information as outlined within this Agreement. **We do not “guarantee” admission to any college or university**, nor can we “guarantee” funding from any source. We do not provide legal, tax or investment advice. Below are the “mutual responsibilities” to which we agree to adhere:

A. The CollegePrep Lab will provide to Client

Admissions consulting expertise, which includes:

- Collection and review of educational and personal histories, school records and educational testing results (from the student)
- Analysis of student's interests, strengths, skills and academic and extracurricular goals to determine best student college “fit”
- Family conference regarding college preference
- Extensive search of schools and programs and list of potential schools
- Evaluation of student's merit aid, scholarship, and college aid eligibility
- Provide college admission services during the current academic year.
- Develop with student a “to do” list for college visits, application completion and submission
- College visit and admissions interview advice and preparation
- Review of appropriate timelines and college planning checklists
- College essay brainstorming and editing/tutoring
- Resume critique, writing assistance and advice
- Support with final enrollment decision

B. Responsibilities of the Client/Student

- It is the sole responsibility of student client to remain in close communication with The CollegePrep Lab representative regarding any college admission correspondence from colleges and other pertinent information to the college admissions process.
- Maintaining communication with the high school counselor and follow the requirements of the high school counseling office. This includes communication from high school personnel regarding the school's college application procedures and internal deadlines for requesting transcripts, letters of recommendation and other documents received from the high school.
- Provide all high school transcripts, SAT/ACT/PSAT/PLAN results, and the results of all educational and psychological testing if applicable.
- Confirming all application deadlines and required application materials including, but not limited to: standardized test requirements, essays, applications, letters of recommendation and application fees.
- **Ensure that all written portions of the college applications are the student's own work.** *(If proven otherwise the student and or family may be subject to contract termination without refund.)*
- Monitoring status of applications and responding to all offers of enrollment.
- PAY the fees associated with submission of admissions applications, financial aid applications and standardized testing.

Additional Student Responsibilities:

- BE PREPARED for your meetings by completing "assignments"
- SUBMIT timely, accurate and complete information to us when requested.
- ADHERE to deadlines we specify. Except for illness and other events beyond your control, we expect you to complete things on time.

Our Responsibilities

- ALLEVIATE STRESS by guiding you through the process, each step of the way.
- ASSIST you with defining, and prioritizing your objectives.
- PROVIDE timely interactions, current information and quality professional services.
- BE ACCESSIBLE to you throughout the duration of your agreement.

- RESPOND to your telephone calls and e-mails promptly.

C. CollegePrep Lab Consultants DO NOT

- Complete college and scholarship applications.
- Guarantee college placement or acceptance as all college admission decisions are made solely by the educational institution.
- Create or write any part of the college application/essays
- Mail applications

D. Communications and Payment Information

- **Interactions:** Interactions are scheduled according to when you begin the program. The interval between them is established at our discretion in order to allow you and us ample time to complete assigned tasks. Interactions typically require 60-75 minutes depending on the topic of discussion. We prefer to have our interactions take place during normal business hours, but we recognize that this is not always possible. We are available during evenings and weekends during peak times.
- **E-mail:** E-mail support is provided throughout your scope of services. We usually respond to e-mail within 1-2 business days. Please make your emails brief, concise and on point.
- **Payments:** All services are “prepaid” unless other arrangements are made. We do not invoice private individuals. All financial transactions are completed with this agreement using a major credit card, PayPal, or personal check. Credit cards/PayPal accounts will be charged on the first business day of the month in which your payment is due. Checks will be electronically debited to your account on the first business day of the month in which your payment is due. Cleared checks will appear on your statement as electronic debits to your account from PayPal.
- ☐ **Acceptable Forms of Payment:** Please indicate your choice of payment method below, and provide the information about your credit card or checking account below. Your signature below provides authorization for us to debit the account indicated on the dates specified.
- I understand and agree to the above terms and conditions.

Parent 1 _____ Date _____

Parent 2 _____ Date _____

Student _____ Date _____

Method of Payment/Card number _____ Date _____



The CollegePrep Lab Scholarships/Grants/Merit scholarships Service Agreement

This agreement is between you _____ and The CollegePrep Lab. We will provide independent, objective college scholarship consulting services specializing in the confidential management of your information as outlined within this Agreement. **We do not “guarantee” admission to any college or university**, nor can we “guarantee” funding from any source. We do not provide legal, tax or investment advice. Below are the “mutual responsibilities” to which we agree to adhere:

A. The CollegePrep Lab Scholarship Solutions will provide

30 Hours of scholarship consulting expertise, which includes:

- Individual student evaluation (grades, standardized test results, possible majors and college list).
- Analysis of student’s merit aid, scholarship, and college aid eligibility.
- Research and vet all scholarship to insure their relevance and are specific to the student’s academic goals.
- Provide a monthly scholarship list from August 1, 2018 thru May 1st, 2019
- Proof read and edit scholarship essays up to 5 per week.

B. Responsibilities of the Client

- It is the sole responsibility of Client to remain in close communication with The CollegePrep Lab representative regarding any college scholarship/merit award correspondence from colleges and other pertinent information to the college scholarship aid process.
- Client must notify representative of intention to accept or decline Scholarship/Merit Award offers.
- Client must notify representative immediately if there are any changes to the following:

- Income • Marital Status • Unusual expenses

C. CollegePrep Lab Consultants DO NOT

- Guarantee scholarship/merit awards to any particular college, as all college monetary award decisions are made solely by the educational institution.
- Fill out college and scholarship applications.

*****All Scholarship and Merit aid requirements are subject to change and vary between, federal, state and college institutions.*****

D. Terms of Agreement

By signing this document, Client acknowledges reading and accepting the terms and conditions as outlined in the CollegePrep Lab Services Agreement and agrees to pay the full fee. Please make online payment via PayPal or make check payable to Tracy Fraccarolli and mail payment to:

Tracy Fraccarolli
1263 Cobridge Dr.
Rochester Hills, MI 48306

The fee includes services provided by the CollegePrep Lab; prep time; email, fax, text, and telephone correspondence; professional research; analysis and material for Admissions to college for the 2019-2020 academic year.

I understand and agree to the above terms and conditions.

Parent 1 _____ Date 07-06-2018

Parent 2 _____ Date 07-06-2018

Student _____ Date 07-06-2018