

**This service agreement is for reference only – please fill out the contract online:**

**<http://www.brightfuturesllc.com/client-contract/>**

This agreement outlines the professional relationship between client, company, and consultant (commonly referred to as ‘counselor’) regarding educational consulting services provided by Bright Futures Consulting, LLC.

**Educational Consulting Services:**

**Counselor’s responsibilities, depending upon level of service, may include:**

- **College Research:** Counselor will initiate college research during certain meetings and provide suggestions for the student, if needed. Counselor will educate student to navigate college websites, find pertinent information, and form educated opinions on schools regarding their suitability for said student.
- **Professional Evaluation:** Counselor will review a student’s educational credentials: GPA, standardized test scores, etc., extracurriculars, relevant diagnoses, and career/behavioral assessments (as available) to form an expert opinion regarding “ fit.”
- **Communication:** Counselor will keep guardians informed of student progress. Families will also be automatically enrolled in our email list which includes relevant information and promotions that can be shared with family and friends.
- **Career/Major Exploration:** Counselor will explore careers and majors with student during scheduled meetings.
- **College List:** Counselor will form a customized college list for the student based on his/her professional knowledge, input from student, and their family.
- **Essay(s):** Counselor will assist student in brainstorming, drafting, and editing essay(s) as recommended/required by colleges to complete their applications.
- **Application(s):** Counselor will assist student with college applications by guiding student through each section, and then reviewing for accuracy and completion prior to sending it to colleges.

**Counselor’s responsibilities do not include:**

- Guarantee of placement to any school or program
- Contacting universities or its employees on behalf of a student/family and/or imposing undue pressure on schools for acceptance
- Completing college research, writing essays, or filling out applications on behalf of the student

- Placing undue pressure on student to complete assignments, initiate contact with schools, or choose a particular major/school
- Communicating with student's school, teacher, or tutors on behalf of the student/family
- Scholarship searches

**Client's responsibilities include:**

- Sharing all relevant educational records with consultant
- Supplying consultant with school records, testing, teacher, behavioral and legal records, and psychological reports
- Scheduling and attending ongoing appointments with consultant
- Scheduling college visits and interviews
- Completing applications, essay and portfolios after review with consultant
- Completing and submitting all financial aid forms
- Securing school records, academic and personal recommendations, and forwarding them to colleges
- Remaining in communication with counselor to facilitate placement
- Notifying colleges of intention of attendance

**Payment Plans:**

It is understood that the Fee Schedule must be followed in order for student's to continue receiving services. We further understand that successful admission procedures require action by students, parents, and their teachers to schedule interviews, visit campuses, and prepare applications and recommendations in a timely and satisfactory manner.

**Fee Schedule and Payment Plan Policies**

-For students enrolling into the All-Inclusive or Essentials package, the minimum amount due at time of signing is 20% of package price.

Clients who choose a payment plan to pay their balance due for contracted services will be enrolled into automatic payments. All clients will need to have a credit card or bank draft information on file; accounts will automatically be charged on the 1st of the month in accordance with the payment plan you have enrolled into based on student grade level.

Final payments for Essentials packages are due by Aug 1<sup>st</sup> of senior year. Final payments for All-Inclusive packages are due by Oct 1<sup>st</sup> of senior year.

-For students enrolling into the Senior Rush or Summer Advantage packages, the minimum amount due at time of signing is 50% and your account will be billed for the remainder 60 days after the first payment is made.

-A-la-carte services are due in full at the time the contract is signed. Additional a-la-carte services will be automatically charged using the billing information on file.

-*Late payments*: If there is an issue with the automatic billing to your account, you will be notified and have 10 days to provide alternative payment information. After 10 days, a late fee of 1% of the amount due will be added to your total.

## **Package Descriptions**

### **Essentials: Created For Students Who Want Guidance**

The Essentials Package helps students gain perspective of their interests, strengths, and needs and to develop a post-secondary action plan. Services conclude no later Sept 1<sup>st</sup> of senior year. It includes the following:

- **Birkman Strengths, Needs & Career Assessment** to foster self-awareness and identify potential careers, majors, and environments best suited to the student
- **Academic Course Selection** to choose the most advantageous courses that cultivate opportunities for success during high school *and* beyond
- **Goal Setting** tailored to your student's intentions to guide their focus and drive their momentum
- **SAT/ACT Timeline & Advising** so you can plan be sure your student is prepared to achieve peak performance
- **Extracurricular Guidance** to strategically select activities suited to your student and their goals
- **Resume** that showcases your student's experiences, skills, and strengths
- **Choosing a Major** that will energize and excite your student
- **Customized College List** encompassing multiple factors including: academic and cultural fit, financial and merit positioning, and is targeted to the student's goals and interests
- **Application Strategy & Checklist** to empower students to successfully manage their goals and track their college application progress

- **One-time entry** into our Essay Boot Camp and Application Workshop the summer prior to senior year. (One-on-one support available for primary college essay).

**All-Inclusive: Guidance & Support (from start to finish)**

The All-Inclusive Package includes educational consulting services for the student all the way through high school graduation. The All-Inclusive Package **includes everything in the Essentials Package PLUS...**

- **Project Management** to keep your student on track throughout the application process
- **Unlimited entry** into our Essay Boot Camps and Application Workshops the summer prior to senior year
- **One-on-One Writing Support** guiding your student to write memorable essays & college-specific supplements
- **Personalized Application Guidance** to leverage the format and space available to highlight your students' strengths, abilities, and personality
- **Summer Activity Planning** to use time strategically: career exploration, college planning, academic enrichment, resume development, and character building
- **Campus Visit** advice & introduction to resources to make the most of your time on college campuses
- **Interview Preparation** to ensure your student presents themselves with poise, professionalism and authenticity
- **Financial Positioning** to maximize a student's opportunity of receiving financial aid
- **Scholarship Application Support** to ensure completion and help students present themselves well
- **College Decision** advising to compare financial aid packages, housing options, and individual fit factors
- **College Transition Counseling** to help your student understand the environments and situations in which they thrive and the resources available to help them succeed
- **Personalized Support** through the many decisions in high school regarding college planning and applications

**Note:** Clients cancelling or missing an appointment without a minimum of 48 hours advanced notification will result in an additional **\$75 charge to the client**. Frequently missed appointments may be considered a breach of contract.

**Bright Futures Consulting** agrees to keep all personal, academic, medical and financial information concerning the client or client's family confidential except in those cases in which the client's or other's welfare is at risk and/or the client's parents/ guardians approve release of client data.