

Next Step College Counseling/Service Options – *Thank you for your interest!*

I. Consultation Service Options *Fees Available by Request. ☺*

Please indicate your choice of service(s) below:

A. Hourly Consultation Service

General information and advice about the college search and admission/financial aid application processes

B. Getting on Track for College (beginning freshman or sophomore year)

Services for this option include:

- Administration of self-assessment tool (re: learning style, personality, preferences, etc.)
- Review of academic interests, strengths, record, etc.
- Advice on course selection
- Review of/recommendations for extra-curricular and summer activities
- Review of testing requirements, options and timelines
- Advice on maximizing high school experience as preparation for building/enhancing application profile

C. College Planning Package (beginning junior or senior year)

Services for this package include:

- Administration of College Match and other self-assessment tools (re: learning style/preferences, etc.)
- In-depth discussion(s) with student and parent(s) about restrictions, concerns, issues, goals, etc.
- Introduction to “affordability” and financial aid process/terminology, including calculating Expected Family Contribution (EFC)
- Review of academic program/interests/strengths/record
- Recommendations on extra-curricular and summer activities related to enhancing/developing stand-out factor(s)
- Testing recommendations (SAT or ACT, SAT subject tests – when to schedule, options for test prep, etc.)
- Advice on developing key relationships (school personnel, admission officers, et. al.)
- Preparation of a select, carefully curated list of potential college matches specifically suited to the student
- 24/7 access to GuidedPath online management tool

D. Comprehensive Package (beginning junior or senior year through end of 13th grade*)

Includes all services in College Planning Package C (above) PLUS the following:

- Custom-designed organizational time-line for completion of tasks
- Common or Coalition Application (or institutional) essay brain-storming session
- Review/critique of one Common or Coalition Application (or institution-generated) essay (through completion)
- Review/critique of up to three additional supplementary essays (through completion)
- Interviewing practice session(s)
- Development/review of activities list/résumé
- Final review of entire Common or Coalition Application (or one institutional-generated application)
- Assistance with filing the FAFSA and CSS Financial Aid Profile
- Assistance with making final college choice (including review of financial aid packages)

E. Transfer Package (for post-graduate students)

Includes all services in D. (above), tailored to the student’s specific needs.

*No additional charge for assistance with transfer if initiated no later than January 31st of first college year

Note: Plan C, D and E include up to 10 hours, 15 hours and five hours, respectively, of one-on-one face time with the student and/or parent(s); sessions scheduled beyond these maximums are billed at the hourly rate. All fees as quoted are good only through June 30, 2018.

Next Step College Counseling/Service Options – 2 –

I. Customized Service Options (continued)

Please indicate your choice of service(s) by circling the appropriate letters, noting conditions below:

F. Mix and Match Services

- a. Administration of self-assessment tools (re: learning style/preferences, etc.)
- b. In-depth discussion with student and parents about restrictions, concerns, issues, goals, etc.
- c. Introduction to financial aid process/terminology, including calculating EFC
- d. Review of academic interests/strengths/record; advice on course selection (if applicable)
- e. Recommendations on extra-curricular/summer activities (re development of stand-out factor)
Testing recommendations (SAT or ACT, SAT subject tests, etc.)
- g. Advice on developing key relationships (school personnel, admission officers, et. al.)
- h. Preparation of a select list of potential college matches specifically suited to the student
- i. Custom-designed organizational time-line for completion of tasks
- j. Brain-storming session for Common or Coalition Application (or institution-generated) essay
- k. Review of one Common or Coalition Application (or institution-generated application) essay
- l. Review of up to three additional short, supplementary essays
- m. Interviewing practice session
- n. Development/review of activities list/résumé
- o. Review of entire Common or Coalition Application (or one institutional application)
- p. Assistance with filing the FAFSA
- q. Assistance with filing the CSS Financial Aid Profile
- r. Assistance with making final college choice (including review of financial aid packages)

Total fees for selected services in F (if any):

\$ _____

Notes:

Each service listed with an hourly rate represents one hour of consultation; if assistance is needed/requested beyond that one hour, the additional fee will be calculated using the same hourly rate, with a minimal billing increment of 15 minutes. Hourly services do not include additional related (e.g., follow-up/clarifying phone/text/email/Skype/FaceTime, etc.) conversations. Such conversations will be added to basic service fees, as appropriate and calculated using a minimal billing increment of 15 minutes..

*The fee for “a.” also includes “b.” and “c.” and a written summary report.

** The selection of “h.” must be combined with “a.” If the family asks the consultant to review/critique the student’s own, current list or research/suggest additional schools to the student’s own, current list, as appropriate, the fee for either service is the same as long as the student’s own, current list includes 10 or fewer options; a fee will be charged for reviewing/critiquing each additional school (beyond the initial 10). Option “h.” includes free, 24/7 access to the online GuidedPath management tool through the duration of the consultation.

*** This service (“i”) can only be selected in conjunction with some combination of services (e.g., “e.,” “f.,” “j.,” “k.,” “l.,” “m.,” “n.,” and/or “o.”)

****The fee for this service (“k.”) includes “j.” and a maximum of four hours of consultant time (i.e., a combination of one-on-one student-consultant sessions with close-editing time spent by the consultant). If additional time is requested, the hourly rate (post-initial fee) is billed at the hourly rate, with a minimum commitment of one billable hour.

***** The fee for this service (“l.”) includes a maximum of four hours of consultant time (i.e., a combination of one-on-one student-consultant sessions with close-editing time spent by the consultant). If additional time is requested, the hourly rate (post-initial fee) will apply, with a minimum commitment of one billable hour.

All fees as quoted are good only through June 30, 2018.

Next Step College Counseling/Scope of Services and Contract -3-

II. Scope of Services

A. Consultant Responsibilities

Next Step College Counseling (Next Step CC, LLC) is responsible for providing services selected by the family (**I. Consultation Service Options**, pages 1, 2) in a professional and timely manner and maintaining strict confidentiality with regard to the information provided to the consultant by the student and his/her family.

B. Parent and Student Responsibilities

- Fully disclosing the student's academic and psychological history, including report cards/transcripts, official standardized testing reports, IEP or 504 Plan (if applicable), etc.
- Maintaining regular communication with Next Step CC, LLC, including responding to emails in a timely fashion.
- Meeting Next Step CC, LLC deadlines for completion of assignments
- Scheduling and making college visits
- Maintaining communication with the high school guidance counselor and following the requirements/deadlines set by the high school guidance office
- Registering for required standardized tests and sending official score reports to colleges
- Obtaining academic and personal recommendations and arranging for and following up on their distribution
- Keeping track of admission application and financial aid deadlines
- Completing all pieces of admission and financial aid applications and ensuring that they are sent to and received by colleges/programs by stated deadlines
- Not soliciting third-party critiques/edits of student essay(s) for which the consultant has been hired to provide professional oversight (i.e., no "writing by committee") and, further, verifying that all writing included with application(s) is student's own original work
- Monitoring status of applications and advising colleges of enrollment and financial aid intentions

C. Payment

Payment for services is due in full at the signing of the contract unless an alternate arrangement is agreed upon. A three-payment option is available only if Plan C or D is selected, with one-third due at contract signing; the second third due no later than six months after contract signing or September 1 of the senior year, whichever comes first; and the final third due no later than six months after the second payment was due or no later than November 1 of the senior year, whichever comes first. **In order for services to continue, payments must be received on time.**

D. Consultant Services Disclaimer

The services provided by Next Step CC, LLC are advisory only. The final decision of where the student applies and ultimately enrolls rests with the student and the family. The student and family understand that Next Step CC, LLC does not guarantee admission to colleges or programs. Next Step CC, LLC does not accept fees from vendors for referral or placement of a client. The primary concern of Next Step CC, LLC is the welfare of the student.

E. Consultant Payment Disclaimer

The student and the family understand that all fees are payable in full to Next Step College Counseling whether or not the student gains admission to the college or program of choice and/or receives financial aid.

TO: Parent/Guardian and Student

Please complete and sign below, enclose a check in the appropriate amount to Next Step CC, LLC and return both pages to Sandra Moore (address at right). Thank you!

We have read the above contract, understand the terms of same and agree to them.

next *step*
college counseling

Sandra M. Moore, M.A.
15 Main Street, Hyde Park, NY 12538
845.242.8336
smoore@nextstepcollegecounseling.com
www.nextstepcollegecounseling.com

Student Name _____

First Middle Last

Student Signature _____ DOB _____

Parent/Guardian Name _____ Signature _____

SMM/Next Step College Counseling _____ Date _____

First Payment/Total Amount Received _____ Check # _____ Date _____