



## POSITION U 4 COLLEGE - COACHING AGREEMENT

This Agreement is made on \_\_\_\_\_ 20\_\_\_\_ by and among **Position U 4 College LLC** (the “Coach”), \_\_\_\_\_ (“Responsible Party”), and \_\_\_\_\_ (“Student”).

The Coach, the Responsible Party and the Student agree as follows:

1. **What We Do** - The Coach helps students optimally position themselves for college or graduate school by assisting students in the school selection process, essay brainstorming and development, and school application review students. The Coach may also assist with resumes for jobs or internships. Our process emphasizes self-discovery, understanding a student’s key strengths and passions and positioning the student’s communication materials (applications, resume, essays) to optimally market the student for these purposes. Some students will want to use all of our services, while other students may elect specific services to suit the student’s particular needs.

2 **Programs We Offer** - The Coach will provide to the Student, and the Responsible Party agrees to pay for, the selected services (as marked in the boxes below) at the fees listed below and on the terms and conditions set forth in this Agreement.

**Services**

**Rates**

- College List with BCP Evaluator™ \$300 flat fee
- College or Grad School Program Research \$50 per hour
- Unique Positioning Statement & Resume \$150 first hour per session/\$100 per hour for additional hours in the same session (in-person or Skype™)
- Common Application Group Workshop \$75 per person/4 hour group workshop
- Success in College Group Workshop \$75 per person/4 hour group workshop
- Essay Editing (via Google Docs, Email) \$100 per hour
- Essay Brainstorming and Development \$150 first hour per session/\$100 per hour for additional hours in the same session (in-person or Skype™)
- Interview Preparation \$150 first hour per session/\$100 per hour for additional hours in the same session (in-person or Skype™)

3. **Our Sessions** – Services are provided by members of the Coach’s staff and by the Coach’s affiliates. The services will be provided at the Coach’s office or via telephone, email or on-line conference, as follows:

- Coach’s Office for these services \_\_\_\_\_.
- Via Telephone, Email or Skype™ for these services \_\_\_\_\_.

Date of initial appointment is \_\_\_\_\_ at \_\_\_\_\_ AM/PM for \_\_\_\_\_.

Responsible Party and Student acknowledge that when an appointment is made with the Coach, the specific session is then being held and reserved for the Student and the Coach will not be able to fill that session if cancelled on short notice. Responsible Party and Student agree to give the Coach 48 hours notice of cancellation (barring a true emergency).

4. **Our Fees** – Flat fee services must be paid for in advance. A pre-paid retainer is required for hourly fees equal to the first hour for each initial service session. Fees and expenses which have not been prepaid are to be paid at the end of each working session. Fees are non-refundable regardless of whether the Student is accepted at the college, graduate or professional school (each being referred to in this Agreement as a “school”) of his or her choice. Hourly fees beyond the initial hour per session are charged in a minimum of half-hour increments. Each session cancelled within 48 hours (barring a true emergency) will be charged a cancellation fee of \$150. Rescheduled sessions will be charged at the rates listed above.

5. **What We Expect of You** - Responsible Party is the parent or legal guardian of the Student. Responsible Party agrees to attend sessions with the Student if so requested by the Coach. Responsible Party and the Student will disclose to the Coach the Student’s academic record and psychological history, the Student’s expected course of study and career interests and the schools to which the Student intends to apply. The Student will prepare for each session and will complete assignments given by the Coach promptly and thoroughly. The Student will bring copies of necessary materials to the sessions as requested by the Coach. For essay services, it is essential that the Student draft and redraft the essays himself so that the essays represent the Student’s own “voice.” If the Student does not properly prepare, the Coach reserves the right to cancel the session and charge the cancellation fee. Rescheduled sessions will be charged at the rates listed above.

6. **Certain Limitations** - The services provided by the Coach are **strictly advisory**. If within the services under this Agreement, the Coach will make suggestions regarding schools and may refer the Student to resources about a particular school, if known to the Coach. The Student and the Responsible Party will select the schools to which applications will be made and which school the Student will attend from among those which offer the Student admission. The Coach will not contact the Student’s current school or any other party to discuss the Student’s application process or academic record. The Coach will not contact any school on behalf of the Student for any purpose whatsoever.

7. **Your Responsibilities** - It shall be the responsibility of Responsible Party and/or the Student (as applicable) to secure academic and personal recommendations; register, pay for and take necessary standardized tests; arrange for the transmission of test scores to schools; complete, finalize, pay for and timely mail all applications and the applications for financial aid; monitor the status of all applications, arrange for school visits and interviews; review financial aid materials and notify schools of the Student’s enrollment decisions. **The parties agree that the Coach is not responsible for any of these items.**

8. **We Cannot Guarantee Acceptance** - Responsible Party and the Student understand that the application process is complex and uncertain, and that the decision to accept or reject an applicant is in the control of the school and not within the control of the Coach. **The Coach does not guarantee acceptance into any school.**

10. **Miscellaneous** - This Agreement shall not be transferred or assigned by either party. This Agreement shall be governed by the laws of the State of New Jersey.

To signify their understanding of the terms of this Agreement, the parties have executed this Agreement as of the date shown above.

**Position U 4 College LLC**

By: \_\_\_\_\_  
Kristine Hintz, Member

\_\_\_\_\_   
Parent and/or Legal Guardian

\_\_\_\_\_   
Student