

**POSITION U 4 COLLEGE - COACHING AGREEMENT**  
**JUNIOR/SENIOR INTENSIVE PACKAGE (22 Sessions)**

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

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

1. **What We Do** - Using one-on-one sessions, the Coach helps students optimally position themselves for college or graduate school. We also help students with resumes for jobs or internships. Our process emphasizes self-discovery, understanding the Student’s key strengths and passions and positioning the Student’s communication materials (applications, resume, essays) to optimally market the Student for these purposes.

2. **Programs We Offer** - The Coach will provide to the Student, and the Responsible Party agrees to pay for, the *Junior/Senior Intensive Package (22 sessions)* services at the fees listed below and on the terms and conditions set forth in this Agreement. This package includes 22 coaching sessions, plus unlimited email editing and follow-up.

3. **Our Sessions** - The services will be provided at the following location or as otherwise specified:

- Coach’s Office
- Via Telephone, Email or On-Line Conference
- Student’s Home (extra charges may apply)
- Other (extra charges may apply)

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

Responsible Party and Student agree to give the Coach 48 hours notice of cancellation (barring a true emergency).

4. **Our Fees** - The *Junior/Senior Intensive Package* fee of \$3,500 is payable 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. The fee may be paid in two (2) equal installments, one due at the signing of this Agreement, and the other due on August 1<sup>st</sup> of the senior year.

- Package Fee of \$3,500     Single Payment     Two Payments
- Additional Travel Fee - \$100

Additional coaching hours are available for \$150/hour. There is a half-hour minimum for each working session above and beyond the 22 package sessions. Fees and expenses which have not been prepaid are to be paid at the end of each working session.

Billing Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

5. **Our Services** - The Coach will guide the Student's process of self-discovery based on interview, testing, prior academic record, and any other input provided by the Student. The Coach will assist the Student in developing an optimal positioning and communication strategy. The Coach will brainstorm with the Student a list of potential schools based on the Student's indicated interests and the BCP Evaluator™. The Coach will assist the Student in developing a strategy for applying to potential schools. The Coach will do basic research on schools and programs, and will give direction to Student for more in-depth research.

The Coach will brainstorm with the Student on topics for essays and short form answers, and will help develop the story line of the essays. After the Student prepares drafts of the essays, the Coach will help edit grammar, spelling and elements of style. It is essential that the Student draft and redraft the essays himself so that the essays represent the Student's own "voice." The Coach will assist the Student with the preparation of an activities resume based upon the Student's initial draft. The Coach will assist the Student with selection of recommenders and preparation of a cover letter to recommenders based upon the Student's initial draft.

The Coach will not be responsible for the actual filling out of application forms, but will assist the Student by answering questions about applications or advising the Student about how to find answers. The Coach will advise on an as-needed basis during Student's decision-making phase after application results are obtained.

This Package entitles the Student to a valued on the company's website from \$189 (ACT "Scholar") to \$399 (SAT "Standard").

This Package entitles the Student to a custom-built iWeb® website and hosting until the Student has been notified of school application decisions. This website will display the Student's visual arts or performing arts talents through photos, resume, audio or video recording material to be supplied to the Coach by the Student. This service is valued at \$250.

6. **What We Expect of You** - The Responsible Party is the parent or legal guardian of the Student. The Responsible Party and the Student will disclose to the Coach the Student's academic record and psychological history, the Student's expected collegiate course of study and career interests and the colleges 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 take responsibility for researching schools and programs in-depth as directed by the Coach. The Student will bring copies of necessary materials to the sessions as requested by the Coach. If the Student does not properly prepare, the Responsible Party agrees to pay for extra coaching hours beyond those included in the Package at a rate of \$150/hour.

The Responsible Party agrees to attend sessions with the Student if so requested by the Coach.

7. **Certain Limitations** - The services provided by the Coach are strictly advisory. If requested, 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 school to which application 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.

8. **Your Responsibilities** - It shall be the responsibility of the Parent and/or the Student to secure academic and personal recommendations; register and pay for necessary standardized tests; arrange for the transmission of test scores to colleges; complete, finalize, pay for and timely mail all applications and the applications for financial aid; monitor the status of all applications, college visits, interviews and financial aid materials; and notify colleges of the Student's enrollment decisions. The parties agree that the Coach is not responsible for any of these items.

9. **We Cannot Guarantee Acceptance** - The 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

**COLLEGE PACKAGE: “JUNIOR & SENIOR INTENSIVE”**  
**(22 SESSIONS)**

<b>Junior &amp; Senior Year Intensive (22 Sessions)</b>	<b>Activities for Each Session (Led by Coach)</b>	<b>Assignments for Next Session (Completed by Student)</b>
<b>DEC (0)</b> Pre-preparation (Phone/email with parent)	-Request for input	-Complete coaching agreement (parent & student) -Complete questionnaires (parent & student) -Obtain transcript & test scores
<b>JAN (1)</b> Kick-off (parent & student)	-Discuss objectives, questionnaires, application timeline	-Complete extra-curricular worksheet
<b>JAN (2)</b> Self-discovery	-Identify key student strengths	
<b>FEB (3)</b> Summer programs	-Identify summer programs -Brainstorm “ideal college”	-Develop initial college list
<b>FEB (4)</b> Initial college list	-Discuss initial college list -Apply BCP Evaluator™	-Online research of initial college list
<b>MAR (5)</b> College portfolio	-Create portfolio from initial college list -Apply BCP Evaluator™ -Develop college visit timeline	-Visit colleges on spring break
<b>MAR (6)</b> Unique positioning statement	-Develop “unique positioning statement” -Compare to “ideal college”	-Complete college match worksheet
<b>APR (7)</b> College match	-Review, revise college portfolio	-Complete college strategy worksheet
<b>APR (8)</b> Application strategy	-Develop strategy of attack for each application	-Complete resume worksheet
<b>MAY (9)</b> Resume development	-Develop resume -Identify teacher recommenders	-Ask teachers for recommendations -Complete cover letter form, teacher forms
<b>MAY (10)</b> Teacher recommendations	-Develop teacher cover letter	-Send letter, resume, forms to teachers
<b>JUN (11)</b> Summer college visits	-Refine college portfolio -Develop college visit timeline	-Visit colleges over summer
<b>JUL (12)</b> Summer college visits	-Debrief on college visits -Refine college portfolio	-Visit remaining colleges
<b>AUG (13)</b> Essay brainstorm	-Develop essay topics & stories	-Essay rough drafts
<b>AUG (14)</b> Essay development	-Identify essay “best shots” -Match “unique positioning” with essays	-Revise essay “best shots”
<b>SEP (15-16)</b> Essay development	-Develop short answer & supplemental essays	-Short answer & supplemental essay rough drafts
<b>SEP (17-18)</b> Essay editing (includes email)	-Refine & finalize essays	-Complete applications
<b>OCT (19-20)</b> Essay editing (includes email)	-Refine & finalize essays	-Complete applications
<b>OCT (21-22)</b> Application roundup	-Finalize applications	-Send in applications

