



**POSITION U 4 COLLEGE - COACHING AGREEMENT
JUNIOR & SENIOR YEAR BASIC PACKAGE (18 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 Year Basic Package (18 sessions)** services at the fees listed below and on the terms and conditions set forth in this Agreement. This package includes 18 one hour coaching sessions, plus unlimited email editing, special services as desired by client including; BCP Evaluator™, Common Application Group Workshop, iWeb® Custom Website and Hosting, ePREP™ “Standard” SAT/ACT Online Tutoring Package, and Position U 4 College Online Membership.

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

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 Year Basic Package** fee of \$3,000 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 1st of the senior year.

- Package Fee of \$3,000
- Single Payment
- Two Payments

Additional coaching sessions are available for \$150/first hour \$50/second hour within the same session. There is a half-hour minimum for each working session above and beyond the 18 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.

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 sessions beyond those included in the Package at a rate of \$150/first hour, \$50/second hour within the same session.

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: "JR & SR YEAR BASIC" PROTOTYPICAL SCHEDULE

(Every client is unique, and so the meeting schedule and tasks are customized to individual needs)

Junior & Senior Year Basic (18 Sessions)	Activities for Each Session (Led by Coach)	Assignments for Next Session (Completed by Student)
JAN (0) TELEPHONE Pre-preparation (Phone/email with parent)	-Request for input	-Complete coaching agreement & contact form (parent & student) -Complete questionnaires (parent & student) -Obtain transcript & test scores
JAN (1/2) DOUBLE+ SESSION -Kick-off -Self-Discovery -Initial College List (Parent & student)	-Discuss objectives, questionnaires, application timeline -Identify key student strengths -Create "Unique Positioning Statement" -Brainstorm "ideal college" -Apply BCP Evaluator™ -Generate initial college list	-Complete extra-curricular worksheet -Online research of schools on initial college list
FEB (3) SINGLE SESSION -Summer Program Planning	-Discuss summer programs or employment in line with "Unique Positioning Statement"	-Apply to summer programs
MAR (3) SINGLE SESSION -College List Development	-Refine initial college list based on online research -Plan college visit timetable	-Visit colleges, take notes -Complete resume worksheet
APR (4) SINGLE SESSION -Resume Development	-Develop resume -Identify teacher recommenders	-Ask teachers if they will be recommenders -Complete cover letter worksheet
MAY (5) SINGLE SESSION -Teacher Recommendations	-Develop teacher cover letter	-Send letter, resume, to teachers (forms when available)
JUN (6/7) DOUBLE SESSION -Summer Overview -Website Development (if appropriate)	-Discuss summer goals -Refine college visit timetable -Discuss website (if appropriate)	-Summer programs, with journaling -Visit colleges, take notes -Develop website input (if appropriate)
AUG (8) SINGLE SESSION -Application Strategy	-Refine college list based on summer visits, junior year grades & test scores -Develop strategy of attack for each application	-Visit colleges, take notes
AUG (9) GROUP WORKSHOP -Common Application Workshop	-Walk-through Common Application forms in group setting (bring laptop)	-Complete Common Application forms
SEP (10/11) DOUBLE SESSION -Personal Statement Brainstorming -Website Refinement (if appropriate)	-Brainstorm stories & topics in line with "Unique Positioning Statement" -Discuss website (if appropriate)	-Personal Statement rough draft -Email editing with Coach -Develop website input (if appropriate)
SEP (12/13) DOUBLE SESSION -Personal Statement Development -Common App Short Answer	-Refine Personal Statement -Discuss Common App Short Answer	-Common App Short Answer rough draft -Email editing with Coach
SEP (14) SINGLE SESSION -Supplemental Essay Development -"Why University of X?"	-Discuss Supplemental Essays -Demonstrate "Why University of X?" online research	-Supplemental Essays rough drafts -"Why University of X?" rough drafts -Email editing with Coach
OCT (15) SINGLE SESSION -Supplemental Essay & "Why University of X?" Editing (A)	-Edit Supplemental Essays & "Why University of X?"	-Supplemental Essays second drafts -"Why University of X?" second drafts -Email editing with Coach
OCT (16) SINGLE SESSION -Supplemental Essay & "Why University of X?" Editing (B)	-Edit Supplemental Essays & "Why University of X?"	-Supplemental Essays second drafts -"Why University of X?" second drafts -Email editing with Coach
OCT (17) SINGLE SESSION Essay Editing Interview Preparation (if appropriate)	-Finalize essays -Interview preparation (if appropriate)	-Complete all application forms as directed by school guidance departments -Request transcripts to be sent -Request SAT or ACT scores to be sent
OCT (18) SINGLE SESSION Application Roundup	-Finalize applications by Nov. 1	-Submit applications by Nov. 1 -Ensure transcript, test scores & recommendations are submitted on time