



Professional Tutoring, LLC

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703-830-7037
www.JuliaRossPT.com

COLLEGE ADMISSIONS COACHING: REGISTRATION AGREEMENT

Student Name: _____ **Gender:** _____

School and Grade: _____

Graduation Year: _____ **Birthdate:** _____

Address: _____

Student Home Phone: _____ **Student Cell Phone:** _____

Student Email Address: _____

Other Information:
(504/IEP/Testing Accommodations, etc.) _____

Parent 1 Name: _____

Parent 1 Address: _____

Parent 1 Office Phone: _____ **Parent 1 Cell Phone:** _____

Parent 1 Email Addresses: _____

Parent 2 Name: _____

Parent 2 Address: _____

Parent 2 Office Phone: _____ **Parent 2 Cell Phone:** _____

Parent 2 Email Addresses: _____

Billing Name: _____
(person/people responsible for payment)

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

How did you hear about us?

(friend/family/newsletter/Google, etc.)

College Admissions Coaching Packages:

_____	Initial Consultation* (7th-12th grades) <i>*Note: This fee is applied to your purchase of any of the packages below except Checkup</i>	\$750.00
_____	Academic Planning and Resume Package (7th-10th grades)	\$2000.00
_____	Academic Planning and Resume Checkup (7th-10th grades)	\$500.00
_____	All-Inclusive Program (11th-12th grades)	\$4750.00
_____	Elite Applicant Program (11th-12th grades)	\$5750.00

Coaching Add-on Services:

_____	Additional Essay Review/Edit	\$ 350.00
_____	Intensive Essay Development – Per Hour	\$ 325.00
_____	Mock Interview + Interview Report	\$ 350.00
_____	U.S. Service Academy Program	\$1000.00
_____	ROTC Program	\$ 500.00

A la Carte Services:

_____	Hourly Rate	\$ 325.00
_____	Block of five hours (non-package clients)	\$1625.00

Payment Terms for College Admissions Coaching Packages and Add-Ons:

Pricing listed here for Coaching Add-on Services is significantly discounted from A la Carte rates and is applicable only with the purchase of a Coaching package. Clients may convert to a larger program and may also purchase Add-on Services. Additionally, A la Carte Services at the rate of \$325 an hour can be added to any College Admissions Coaching package for clients who desire more support. For clients not in a College Admissions Coaching package, A la Carte Services will be billed in five-hour blocks (\$1625) based on the desired services.

“A la Carte” College Admissions Coaching services are any services purchased in addition to or instead of a predefined College Admissions Coaching package. All A la Carte Services, unless otherwise agreed in writing, are billed at a rate of \$325 per hour. These services could include additional essay reviews, intensive essay

development sessions, interaction with colleges, additional meetings with the admissions consultant, or any other services as agreed upon by Professional Tutoring and the client. Billing will include the time spent delivering any requested services, as well as any and all necessary time spent preparing for the delivery of said services, including research and correspondence.

Payment for A la Carte Services is due within 15 days of billing. Professional Tutoring accepts payment by cash, check, bank transfer or credit card. All credit card payments will be charged a 3.6% service fee.

Payment for the Initial Consultation (IC) is due upon receipt of invoice. Please contact our office if you would like to arrange a payment plan. All payment plans must be completed and paid in full by October 1. Monthly payments are due the first of each month. Payments received after the 7th of the month, or after 15 days of billing for A la Carte Services, will be assessed a \$25 late fee. Returned checks will be assessed a \$35 fee. In the event that Professional Tutoring does not receive payment within 30 days of its due date, the undersigned client will be responsible for all reasonable attorney and administrative fees incurred in the collections process, in addition to payment due. Interest will accrue at 1.5% per month (18% annually) from the due date. If there are mitigating circumstances, such as sickness or job loss, please contact Professional Tutoring.

Credit Card Guarantee and Payment Method: Professional Tutoring requires that a current, valid credit card be on file to guarantee payment. To avoid late payment and fees, if payment is not received by the 7th of the month, or after 15 days of billing for A la Carte services, your credit card will be charged the amount due plus a 3.6% service fee. Professional Tutoring will only charge this card, without explicit authorization, in the case of late payment or nonpayment.

Signature:

Credit Card Type: (Visa, Mastercard, Amex)

Credit Card #:

Exp. Date: ___/___ **Security Code:** _____

Would you like to use this card to pay your initial deposit? (if applicable)

Yes _____ No _____

The charge will include a 3.6% service fee.

Would you like us to automatically charge your credit card for other payments?

Yes _____ No _____

The charge will include a 3.6% service fee.

If "No," please indicate an alternative form of payment:

Cash _____ Check _____ Bank transfer _____

I acknowledge that I have read this Payment Terms Agreement and understand all applicable fees and payment terms. I further acknowledge that I have been afforded the opportunity to discuss any questions about the terms of this Payment Terms Agreement before signing below.

I agree to the terms outlined in this Agreement.

Signature:

_____ **Parent**

_____ **Student**

Date:

Disclaimer, Release & Acknowledgements:

Registration commits the Student and Parents to the services purchased and full payment of the fee. No Fees will be refunded.

Professional Tutoring programs are designed to support students in their goals through academic tutoring, test preparation and/or coaching. Mature behavior is expected from students/families/representatives at all times. If the undersigned student's/family's/representative's behavior is incompatible with the interest, harmony, comfort or welfare of Professional Tutoring's programs, the undersigned student may be suspended and/or dismissed from Professional Tutoring programs at the sole discretion of Professional Tutoring. In such a case, the full contracted tuition and fees will be due to Professional Tutoring as per this Agreement. No refunds will be provided.

Professional Tutoring provides no guarantee that the Student will be accepted into or receive merit or financial aid from the college(s) of choice or that the Student will like any/all of the universities recommended by Professional Tutoring. Instead, the intent of this coaching service is to provide the framework and resources necessary to assist with college placement activities. In no way is the provider of this service, Professional Tutoring liable for any damages or claims in light of non-selection for admission or scholarships or dislike of any college or university. Substitutions of service deliverables are not permitted in the Professional Tutoring College Admissions Coaching Packages.

Professional Tutoring employs a number of professional staff and different staff members may work on a Student's College Admissions Coaching services.

I authorize Professional Tutoring to use any work completed by my student (or myself if over 18 years old) as part of the Professional Tutoring College Admissions Coaching process, as well as any photos taken of my student (myself) during that process, in furtherance of the business of Professional Tutoring including, but not limited to, brochures, marketing, and social media.

I acknowledge receipt of and agree to Professional Tutoring's *College Admissions Coaching Notes and Requirements*. I understand and agree to work within the guidelines and Final Deadlines specified in the College Admissions Coaching Checklist. I understand that missing Professional Tutoring Final Deadlines may forfeit applicable services. Any deadline extension requests must be submitted in writing before Final Deadlines with justification to Professional Tutoring for Professional Tutoring's consideration. Professional Tutoring reserves the right not to extend deadlines.

I acknowledge that I have read this Agreement and understand the nature of the services to be rendered and the applicable fees. I further acknowledge that I have been afforded the opportunity to discuss any questions about the terms of this Agreement before signing below.

I agree to the terms outlined in this Agreement.

Signature:

Parent

Student

Date:

College Admissions Coaching – Notes and Requirements:

1. Please allow one week for document review, including essays, resumes, recommendation requests, etc. Clients may request document review with a turnaround time of less than one week, and Professional Tutoring will do its best to accommodate this request, but may be unable to do so. In the event that Professional Tutoring is able to accommodate the request, the accelerated processing time may incur a \$150 rush fee at the discretion of Professional Tutoring.
2. Professional Tutoring staff strives to return all calls and emails within two business days. Calls and emails are not answered after business hours, on weekends or holidays. In the event that a phone call or email is not returned/acknowledged within two business days, clients should call again or resend email.
3. The best way to communicate with us is through our office phone number (703-830-7037) and business email addresses. While our staff members do sometimes place outgoing calls on their personal devices to communicate with clients when out of the office, we ask that you not call or text our personal cell phones.
4. The Professional Tutoring College Admissions Coaching service is designed as a guide to help students. Students and Parents MUST be very involved in the college selection and admissions process. Students and Parents are responsible for monitoring and meeting deadlines, both for the Professional Tutoring College Admissions Coaching Program and for individual colleges and associated programs, including application, scholarship, and high school guidance deadlines.
5. We will provide both Optimal and Final Deadlines in the Professional Tutoring College Admissions Coaching Checklist. The Optimal Deadlines are established to help students in the All-Inclusive, and Elite Applicant Programs meet the Professional Tutoring College Admissions Coaching goal of completing all applications by mid-fall. Some of the Checklist deadlines are not related to application deadlines and/or are prior to college deadlines as our further goal is to position students to be eligible for and/or compete for merit scholarships in the fall of senior year. While all assignments have optimal deadlines, not all assignments have final deadlines. We have assigned final deadlines for mission-critical steps that require Professional Tutoring review and support, including essay review and interaction with colleges. The final deadline for all essay reviews and interaction with colleges is November 15th. Unless other arrangements are made, individual services terminate with final deadlines; fees will not be refunded. Clients can elect to re-purchase services later in the year.
6. Professional Tutoring supports students in earning merit scholarships through individual colleges' admissions and financial aid offices. Professional Tutoring does not research departmental or community scholarships and does not specialize in need-based financial aid. Professional Tutoring cannot and does not guarantee merit aid or financial aid.
7. Our College Admissions Coaching packages do not allow for any substitution of services. Each package provides a set package of deliverables. Any additional services outside of your selected package must be purchased at our Add-on or A la Carte Services rates.