



Professional Tutoring, LLC

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703-830-7037
www.JuliaRossPT.com

GRADUATE SCHOOL ADMISSIONS COACHING - REGISTRATION AGREEMENT

Student Name: _____ **Gender:** _____

College and Year: _____

Graduation Year: _____ **Birthdate:** _____

Address: _____

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

Student Email Address: _____

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

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

Billing Phone Number: _____

Billing Address: _____

Billing Email Address: _____

How did you hear about us? _____
(friend/family/newsletter/Google, etc.)

Graduate School Admissions Coaching Program:

The Graduate School Coaching Program may include an initial consultation, research and development of a spreadsheet with customized graduate school options, resume development, a mock interview, essay review, application advice and review, and professional consultation with staff.

Graduate School Admissions Coaching Options:

_____	Initial Consultation (2-hour meeting)	\$ 750.00
	<i>*Note: This fee is applied to your purchase of the package below</i>	
_____	Graduate School Admissions Package (up to 20 hours of service)	\$5000.00
_____	A la Carte Services Hourly Rate	\$ 325.00
_____	Block of five hours (non-package clients)	\$1625.00

*The Responsible Party can change to Graduate School Admission's Program if that rate is preferable for the first 20 hours of service.

Payment Terms for Graduate School Admissions Coaching:

Pricing listed here for the Graduate School Admissions Package is significantly discounted from A la Carte rates. A la Carte Services at the rate of \$325 an hour can be added to the Graduate School Admissions Coaching Program for clients who desire more support. For clients not in the Graduate School Admissions Coaching package, A la Carte Services will be billed in five-hour blocks (\$1625) based on the desired services. 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. Monthly payments are due the first of each month. Payment for A la Carte Services is due within 15 days of billing. 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 for your services? 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 (or responsible party)

Student

Date:

Disclaimer, Release & Acknowledgements:

Registration commits the Student and responsible party 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 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 university/universities/program 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 graduate school 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/university/program.

Professional Tutoring employs a number of professional staff and different staff members may work on a Student’s College 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 Graduate School 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’ *Graduate School Admissions Coaching Notes and Requirements.*

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:

Graduate School 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. Professional Tutoring's Graduate School Admissions Coaching service is designed as a guide to help students. Students MUST be very involved in the Graduate School selection and admissions process. Students are responsible for monitoring and meeting deadlines for individual schools and programs.
5. Professional Tutoring does not provide information/research regarding scholarships from graduate programs. 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.
6. Our Graduate Coaching package does not allow for any substitution of services. Any additional services outside of your package must be purchased at our A la Carte Services rate.