

Educational Resources Unlimited, LLC

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College Consultant and Client Responsibilities Agreement

This agreement is effective as of _____ between Educational Resources Unlimited and the named responsible parties for services rendered for the benefit of _____ (student).

Consultant Responsibilities:

- Meet with student and family to determine student's needs
- Review and assess all documentation in order to make appropriate recommendations
- Recommend appropriate colleges*
- Recommend plan for standardized tests*
- Prepare for interviews*
- Guide student through the essay writing process*
- Supervise submission of applications*
- Consult to analyze college choices and assist in enrollment*

** Dependant upon contracted services*

Client Responsibilities:

- Disclose all appropriate information
- Responsible for college application deadlines
- Secure all recommendations
- Register and pay for recommended standardized tests
- Arrange for transmission of test scores from College Board to the colleges
- Complete and email the applications prior to deadlines
- Monitor status of applications
- Notify colleges of student's enrollment plans

The consultant affirms that she will not seek, accept or otherwise receive any fee or other benefit from any institutions or programs in consideration or exchange for her referral or placement of any student. The consultant's primary goal is successful academic placement of the student.

Signature _____ Name (print) _____ Date _____

Signature _____ Name (print) _____ Date _____