

Please print and sign in advance of our first meeting.

Linda Rue, College Counselor ~ Contract for Services

College Counselor Responsibilities Include:

- Professional evaluation of all available academic and psychological records.
- (In cases of learning disabled students additional testing may be required to better match programs and schools.)
- Standardized testing evaluation and planning
- In-depth interviews with parents and students in order to thoroughly evaluate the student and recommend appropriate schools.
- Research to develop a realistic list of colleges tailored to the student's abilities, interests and needs.
- Assistance with planning visits and interview techniques.
- Portfolio review if necessary.
- Assistance in seeking summer programs of interest to the student.
- Assistance with special services if necessary.
- Strategies for admission.
- Guidance in completing application forms.
- Guidance in essay writing.
- Reviewing of essays and applications
- Guidance in final decision making.
- Conducting the admissions process in an ethical and conscientious manner.

Additional responsibilities may include (if you choose the additional services):

Administering the Highland Abilities Test Battery and giving an in-depth report and interpreting the results.

College Counselor's Responsibilities DO NOT include:

- Guarantee of admission to or satisfaction with program or particular school.
- Exertion of influence on college admission offices.
- Writing of essays and filling out application forms.

Student's and Family's Responsibilities Include:

- Scheduling appointment times with college counselor
- Canceling appointment time at least 24 hours in advance (if necessary).
- Arriving at appointments in a timely manner.
- Scheduling school appointments and visits.
- Preparation of essays, completion of application forms in a timely fashion.
- Checking ALL deadlines and submitting all required materials and fees to prospective schools in a timely manner.
- Remaining in communication with college counselor in order to facilitate placement and monitor status of applications.
- Notifying schools of intention to accept or decline offers of admission.

SERVICES OFFERED:

Comprehensive College Counseling Plan

Beginning in Freshman year

- Incorporates the Highlands Abilities test.

Comprehensive College Counseling Plan

Beginning in Sophomore year

- Incorporates the Highlands Abilities test.

Comprehensive College Counseling Plan

Beginning in Junior Year

- Incorporates the Highlands Abilities test.

Comprehensive College Counseling Plan

Beginning in Senior Year

- Highlands Abilities test is not included but can be added for an additional \$400

Graduate or Professional School Consulting

- To be paid in full at first meeting.

College Student looking to transfer

- To be paid in full at first meeting.

To add the Highlands Ability test to any service

- Payment in full at time of testing.

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Student's Name:

Signature/Date

Parent's Name:

Signature/Date

College Counselor Signature \_\_\_\_\_

Date\_\_\_\_\_

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