



Susan Hamilton, MT BA
SJH Development
College and Career Coaching
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College Coaching Service Agreement

This agreement is between the Student Client, Parent(s) Responsible Party/Parties and Sue Hamilton, College and Career Coach who will provide independent, objective and confidential high school and college admissions preparation services.

Responsibilities of Coach

- In depth interviews including collection and review of educational and personal histories, school records and educational testing results. Consultation with teachers and other professionals as appropriate. *I will need your written permission to view records and talk with school staff about her progress.
- Professional analysis of student's interests, strengths, skills and academic and extracurricular goals
- Family conference regarding college preference and expected financial contribution
- Extensive research of schools and programs and list of potential schools tailored to the student's abilities, interests and needs
- Scholarship search. Will refer to financial aid specialist if needed
- Advice on securing letters of recommendation – the who, when and how
- Development of “to do” list for educational testing, college visits, application completion and submission on College Planner Pro
- College visit preparation and review of student options after college visits

- Review of appropriate timelines and college planning checklists
- Providing guidance with applications, college essay brainstorming and review
- Support with final enrollment decision
- Support as needed while client is in college (internships, study abroad, etc)
- After graduation assistance in securing employment
- Maintaining memberships and ethical standards of WACAC Western Association of College Admissions Counseling, NACAC National Association of College Admissions Counseling. And IECA Independent Education Consultants Association.

Responsibilities of Parent (Responsible Party) and Student (Client)

- The responsible party is the parent of the student/client. The student is expected to prepare for each meeting and will complete assignments given by coach completely and to the best of student's ability including researching colleges recommended by coach.
- Please communicate with me about any high school progress, family needs, and future college admission correspondence from colleges and other pertinent information to the college admissions process.
- Please maintain communication with student's high school counselor and follow the requirements of the high school counseling office. This includes communication from high school personnel regarding the school's college application procedures and internal deadlines for requesting transcripts, letters of recommendation and other documents received from the high school. In addition, please keep coach apprised of any other relevant information.
- Maintain open communication and reply to emails, texts and phone calls in a timely manner.
- Provide me with all high school and college transcripts, a writing sample, SAT/ACT/PSAT Pre ACT results, and the results of all educational and psychological testing and issues if applicable.
- Confirm all application deadlines and required application materials including, but not limited to: standardized test requirements, essays, applications, letters of recommendation and application fees.
- Ensure that all written portions of college applications and essays are the student's own work.
- Confirm that all standardized tests are completed solely by the student in a timely manner.
- Monitor status of applications and responding to all offers of enrollment AND communicating decisions to coach. (College Planner Pro)
- Payment in accordance with Schedule of Services and Fees.

Coach is ***Not*** Responsible for:

- Completing college and scholarship applications
- Providing Standardized Test Preparation or Financial Aid Planning and Advice beyond completing the FAFSA. I will refer you to specialists if you so desire.
- Guaranteeing college placement or acceptance to any school as all college admission decisions are made solely by the educational institution.
- Creating or writing any part of the college application/essays
- Mailing applications

Confidentiality

- All Client sessions and files are confidential. Parents will receive written meeting reviews.

We have read and understand the conditions stated above.

ACCEPTED:

Parent Printed Name _____

Parent Signature _____

Date _____

Parent Printed Name _____

Parent Signature _____

Date _____

Student Printed Name _____

Student Signature _____

Date _____

Susan Hamilton _____

Date _____

SJH Development: College and Career Coaching