



## College Planning Agreement

**Client Name:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Package Selected:**  Junior Package (10-14 sessions)  Senior Year Comprehensive  
 Single Session.

**Number of Sessions:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

Client and their undersigned parent/legal guardian hereby engage Fedor College Planning, LLC to provide college planning services (“Services”) to Client pursuant to the terms and conditions of this Agreement. This agreement sets forth the terms under which services will be provided and supersedes any prior agreement regarding the same. The Agreement commences on the Effective Date and terminates on the date the services are completed, unless earlier terminated per this agreement.

### Services

College Planning empowers students and families with multiple benefits, including academic advising, career and major guidance, navigating university admissions policies, contributing to students’ academic success, and preparation for life after graduation. The Services will be conducted via video conference or in-person, as the parties may agree from time to time.

Services will be provided by Brett Fedor (“College Planner”) on behalf of Fedor College Planning.

### Services include

- Assessing and evaluating the Client’s academic record, abilities, interests, and needs.
- Interviewing the Client and their parents/legal guardians to learn and assess the Client and to understand the Client’s and parents/guardians’ collegiate goals.

- Collaboratively developing a realistic list of colleges tailored to the student's abilities, interests, and needs.
- Assisting with planning college visits.
- Advising Client concerning letters of recommendation, an activities list, personal essays, supplemental essays, campus visits, personal interviews, and Client communication with admissions officers.
- Discussing strategies for admission.
- Providing guidance in completing application forms and essays, and reviewing draft applications and essays. Please note that this service is limited to twelve applications and three drafts of any essay.

### **Services Do Not Include**

- A guarantee that the client will be admitted to college or any particular college.
- Exertion of improper influence on the college admissions process or admission offices.
- Lobbying colleges or admissions officers on behalf of Client.
- Writing essays for Client.
- Preparing or submitting applications for Client.

### **Communication Between Sessions**

Fedor College Planning will generally respond to communications within one business day. Please note that due to College Planner's other professional commitments, College Planner is not able to immediately return communications during school hours (8:15 AM–4:15 PM Mountain Time). Emails and other out-of-session communications should be limited to administrative matters, such as scheduling or changing appointments, and questions that cannot be answered during our time together.

### **Fees**

College Planning fees must be paid in advance. For installment payments for ongoing services, payments are due on the last business day of the month. All payments shall be made via Venmo or Stripe. Fedor College Planning will send an invoice.

### **Timeframe to Use Services**

The Build Up Package must be used while Client is an eleventh-grade student. The Senior Year Comprehensive Package must be used during the summer months following eleventh grade, and while the Client's time as a twelfth-grader. Services that

are paid for but are not used during these periods will expire at the end of the applicable period.

### **College Planning Sessions**

The College Planner will provide a session agenda before each meeting, including topics of discussion, curriculum as outlined, and tasks to be completed by the Client. The Client will arrive at the video session at the scheduled appointment time. The Client and College Planner will collaboratively determine the length of each session. If the Client is more than ten minutes late for a College Planning session, the session will be deemed to have been canceled, but no refund for the session will be due.

### **Cancellations**

The Client must provide twelve hours' notice of any cancellation or schedule change for a college planning session. If the client provides less than twelve hours' notice, there will be no refund of the fee for the canceled/rescheduled session.

### **Termination of Services**

Either party may terminate this Agreement by providing notice to the other. In the event of such cancellation, Fedor College Planning will refund any fees for unused services, the amount of which Fedor College Planning will determine in its reasonable discretion.

### **Confidentiality**

Fedor College Planning will take reasonable steps to protect the privacy and confidentiality of communications with Client. Fedor College Planning will not divulge the relationship with the Client without the Client's permission, unless required by law.

### **Limitation of Liability; Waiver of Jury Trial**

For any claim related to, concerning, or arising out of this Agreement, the liability of Fedor College Planning and its affiliates (including College Planner) is limited to the amount actually paid to Fedor College Planning pursuant to the Agreement. In no event will any party to this Agreement be liable for any special, incidental, indirect, consequential, multiple, punitive, or exemplary damages for any claims relating to, concerning, or arising out of this Agreement. Both parties irrevocably waive the right to a jury trial.

[Signatures Appear on Next Page]

Signature of Client: \_\_\_\_\_

Printed Name of Client: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Brett W. Fedor, Ed.D.

Date: \_\_\_\_\_