

WRH College Prep

PREMIER TUTORING AND COLLEGE ADMISSIONS CONSULTING

College Essay Terms of Service

The college admissions process is overwhelming. I have found that it's helpful to communicate exactly what the responsibilities are for each person involved in the process. This is just an outline and, therefore, might not encompass all aspects of your individual needs.

Consulting services provided:

- Evaluation of student's record, including high school transcript, standardized test results, extracurricular activities, athletic activities, and special talents.
- In depth interview with student and family to learn about the student.
- In-depth, timely, essay critiques.
- Referral to resources for test preparation and academic tutoring, if requested.
- Responding to emails and phone calls in a timely manner.
- Offering support and structure for the family.
- Seeing the student through the process.

Consulting services NOT provided:

- Writing essays for clients, rewriting essays for clients or filling out applications or scholarship forms.
- Asking teachers for references or following up with the high school, contacting colleges about admissions decisions.
- Consultant will not write the counselor recommendation—this is done by school college counselor.
- Consultant will not contact admissions officers to promote admission.

Parents' responsibilities:

- Support their child throughout the process by understanding the pressures on the student.
- Assist in helping keep student on task.
- Allow the student to take the lead in college planning decision making.
- Parent agrees to NOT be involved in the essay writing process, including reading the drafts, until the student chooses to share.

Student's responsibilities:

- Put 100% effort into the process and ask questions when things are unclear.
- Do the very best academic work possible.
- Cooperate fully with Consultant, including taking the initiative to call or email Consultant when s/he needs an appointment, has questions, or has essays ready for review.
- Meet deadlines, including not submitting essays for editing within 72 hours of admissions deadlines.
- Request letters of recommendation and transcripts in a timely manner, pursuant to the procedures established by student's high school.
- Keep appointments.
- Enjoy the process!

Signed:

Wendy R Hayes

Student

Parent or Guardian #1

Parent or Guardian #2