



College Admissions Consulting

Ethics Statement & Agreement

Effective July 26, 2013

Your College Admissions Consulting Associate is responsible for:

- Helping you explore a variety of educational options to help you maximize your success during the college admissions process
- Helping you create a balanced list of colleges to apply to, focusing on your individual needs as a student
- Advising you which standardized tests to take, when to take them, and how to interpret the scores relative to the colleges you would like to attend, if applicable
- Assisting you with how to complete college applications
- Assisting you with how to fill out financial aid and scholarship forms, if applicable
- Providing you with theme suggestions and editing suggestions for your essays, as applicable, but not writing your essays
- Helping you transition from high school to college
- Adhering to the *Statement of Principles of Good Practice* as outlined by the National Association of College Admissions Counselors (NACAC)

You, the student, are responsible for:

- Taking the initiative to contact your College Admissions Consulting Associate as you have questions or need to schedule a session
- Following the recommendations of your College admissions Consulting Associate to the extent practicable
- Finishing application work and other assigned work in a timely fashion
- Staying abreast of deadlines: You are ultimately responsible for meeting the deadlines associated with testing, completing applications, and requesting letters and transcripts from your school personnel
- Being on time for sessions, and giving 24 hour notice if you will have to miss an appointment
- Having "to do lists" completed by the assigned due dates
- Writing original essays or personal statements
- Completing your own college and scholarship applications
- Checking your e-mail on a weekly basis



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- Updating your online college planner account, if applicable
- Understanding that Frontier Tutoring and its representatives do not make any guarantee that you will be admitted to a college or university. Ultimately, only admissions officers from individual colleges can make those decisions.

Student Acknowledgement

Understood and agreed:

Signature: _____

Print Name: _____

Date: ____ / ____ / ____

Parent Acknowledgement

Understood and agreed:

Signature: _____

Print Name: _____

Date: ____ / ____ / ____