



College Path Advising Summer Group Advising Agreement

While only one parent is required to sign the contract, please be sure your student has also read the agreement and understands their obligations.

What I Do

Welcome to College Path Advising. I am here to help students and their families navigate the path to college. I work with high schoolers, transfer students, and adults to help them get where they want to go. It is not about getting into the best school but getting into the best school for your student and family. The best fit includes price, opportunities, academics, and social involvement.

Who I am

Jen Miller-Hogg is a private college admissions advisor located in Holly Springs, NC, and the owner of College Path Advising. She is a member of The Independent Educational Consultant Association. She has been working with students, parents, faculty, and staff for over 17 years, with an additional six years as owner of College Path Advising. She has worked at Sarah Lawrence College, the University of Florida, California College of the Arts, John F. Kennedy University, and Meredith College. Jen graduated from the University of Southern California with a bachelor's degree in English and a master's degree in Student Personnel Administration in High Education from New York University. She has had the privilege of helping hundreds of students and parents find the right school for them. Jen's passion is connecting students to what is next for them and aiding them on their journey.

Student's First Name*

Student's Last Name*

Student's Email (recommend a Gmail account. See the technology section as to why. Please no school accounts)*

Student's Phone*

Student's Primary Address Street*

Student's City*

Student's State*

Student's Zip*

Student's High School *

Class of *

Parent's 1 First Name*

Parent's 1 Last Name*

Parent's 1 Email*

Parent's 1 Phone*

Parent's 2 First Name

Parent's 2 Last Name

Parent's 2 Phone

Parent's 2 Email

Communication

As best as possible, it will be identified to whom the Consultant is to provide follow-up communications. It can be with one parent/guardian or both parents, it is up to the parents/guardians. In signing this document, the family agrees to the communication set-up in this and other documents provided by the Consultant.

Which parent would you like Jen to communicate with?*

Payments, Payment Schedule, and Fees:

This package includes up to 14 meetings (a mix of group and individual - see below) via Google Meet. Please note there is a limit to the number of applications that can be generally completed in this time frame - it is recommended

that the student plans on doing no more than **10 applications**. Additionally, the student's list of schools they're **applying to must be finalized no later than July 30th (June is preferred)**. This gives enough time to complete the applications by Early Action deadlines (which is vital to need and merit aid). Most Early Action deadlines are October 15th or November 1st.

This contract ends on October 1st, 2024.

High School Group Advising Package: Cost \$1000 (value of \$2250) Please note prices are subject to change. This contract price is good until June 16, 2024. Please note space is limited for each class, and a space can only be held for 1 week after the contract has been sent. A signed contract and a \$500 deposit are required to keep your space. If you have not signed the contract by then, please contact the Consultant (Jen) to determine if space is still available.

Payment 1 - \$500 nonrefundable deposit to hold your place (a signed contract and deposit are required to hold a student's place)

Payment 2 - \$500 nonrefundable fee for services; due no later than 3 pm June 16th before the 1st meeting

Payments can be made conveniently via Venmo at @Jen-Miller-Hogg or by mail at 104 Quaker Meadows Ct, Holly Spring, NC 27540.

Initials _____ I understand the payment schedule and that refunds are not available. *

Summer 2024 Schedule

This is the general schedule, with individual meetings on Sundays or Wednesdays of that week. Please note that the content of each meeting is subject to change based on the group's pace. If a student misses a meeting, there is usually a recording with instructions, and the consultant will do her best to make up missed individual meetings (scheduling and following up are the responsibility of the student). The consultant reserves the right to make changes to the schedule as needed.

Week	Meeting will take place the week of:	Week's Theme: Common App Essay/Supplemental Essays/Common App Details	Homework for next meeting	Format
Week 1	June 16	Introduction and Parent Info		Group - Including parents during 1st half of meeting
		College List		
		Unofficial Transcripts		
		Letters of Recommendation (request your 1 core, 1 other teacher (can be core but doesn't have to be) before school ends		
		Values/Step 1		
		Homework	Brainstorming Sheet	
		Parent Info/College List/Unofficial Transcripts/ Letters of Recommendation/homework/ Values/Step 1		
Week 2	June 23	Brainstorm Essay	Writing Steps 3 & 4	Individual
		Why Us Essay	Writing why my major paragraph	

		Step 2 -ideas		
Week 3	June 30	Go over Why Us Essay	Work on notes for Why my major paragraph	Group and Individual
			Work on College Research	
		Go Over Step 3 - what happened and why does it matter		
		Go Over Step 4 - free write		
		Prep Step 5 - rough draft	Write your 1st draft	
	July 7	No Meeting this week		
Week 4	July 14	Go over Step 5 - rough draft		Individual
		Prep Step 6	Work on notes for Step 6	
		Why Us Essay	Continue College Research	
	July 21	No Meeting this week		
Week 5	July 28	Activities	Work on Activities list	Group and Individual
		Resume	work on Resume	
		Go over Step 6 - spots and intro		
		Prep Step 7 - 2nd draft	Step 7 - 2nd draft	
Week 6	August 4	Common App opens	Start working on your common application	Group and Individual
		Other Supplemental Essays	Start working on supplemental essays	
		Go over Step 7 - draft 2	Work on notes from Draft	
		Go over Activities List	Work on Notes for Activities List	
		Go Over Resume	Work on Notes for Resume	
	August 11	No Meeting this week		
Week 7	August 18	More About Me	If using - work on More about Me essay	Group and Individual
		Common App	Continue completing Common App Sections	
		CFNC Residential	Complete NC Residency w/Parents	
		Other Supplemental Essays	Continue work on Supplemental Essays	
		Step 8 - structure	Continue work on Notes for Main Essay	
Week 8	August 25	Step 9 - grammar/polish	Continue work on Notes for Main Essay	Individual
		Other Supplemental Essays	Continue work on Supplemental Essays	
		Common App	Continue completing Common App Sections	
Week 9	September 1	Step 10 - final review		Individual
		Supplemental Essays	Continue work on Supplemental Essays	
		Honors Essays	If doing honors Essays - start work on these	
		Common App	Continue completing Common App Sections	
Week 10	September 8	Common App	Continue completing Common App Sections	Individual
		Supplemental Essays	Continue work on	

			Supplemental Essays	
Week 11	September 15	Common App		Individual
		Supplemental Essays	Continue work on Supplemental Essays	
Week 12	September 22	Supplemental Essays	Continue work on Supplemental Essays	Individual
		Common App	Continue completing Common App Sections	
Week 13	September 29	Common App	Continue completing Common App Sections	Individual
Week 14	October 6	Wrap up - transcripts	Request Transcripts	Group and
		Common App		Individual

The College Path Advisor is responsible for aiding with details in the package selected (see included package details). Failure of the consultant to provide this assistance in the selected package (noting the areas below that College Path Advising DOES NOT Provide) will result in a full or partial refund. Please note this does not mean a guarantee of a result. We want you to be happy with the process and will work to make that happen, but we cannot guarantee a result of getting into a particular college or university. Deliverables include time spent on items to help a student prepare their applications.

College Path Advising may cancel the contract if the student or family is not complying with the contract. This includes but is not limited to, failure to make and attend meetings on schedule, the student not writing their essay themselves, unprofessional language with the advisor (such as yelling and name calling), all areas outlined in the Student and Parent(s)/Guardian(s) Responsibilities.

Student and Parent(s)/Guardian(s) Responsibilities

Technology - Gmail, Counselmore, Google Drive, Google Spreadsheet/College Companion

College Path Advising uses several technology tools, primarily Google Docs, Sheets, Gmail, and Drive. Parents and Students will have access to the two primary tracking documents in Google Sheets—the College Companion and the Application Tracker. Students will have access to all files in their Google Folder. As most of the tracking and writing takes place in the Google Platform, it is highly recommended that the student (and possibly parent) provide a Gmail email. Students are not recommended to use their school accounts as they are not always accessible after school gets out, and frequently, it will block shared documents from non-school sources.

Additionally, a parent and the student will have access to Counselmore. Families will be able to add the colleges they wish to apply to. Counselmore can be used as a financial aid statistics and admission metrics research tool. Students are not required to use Counselmore.

Initials Google Email - I understand I need to have a Google Email as College Path Advising works in the Google Platform. This Google Email cannot be my school email as the school email is usually shut down during the summer and often doesn't allow outside documents. *

Initials	I understand my work will be kept in my Google Drive *
Initials	I understand that the College Companion /Google Sheet and the Application Tracker Google Sheet is available for both the student and parent to view. The student's homework, will be listed and there are links for easy access to documents. Both the College Companion and the Application Tracker will show the student's progress. *
Initials	I understand that it is the student's responsibility to keep the College Companion /Google Spreadsheet up-to-date. This includes demographics, test scores, and the status of their assignments. *

Appointments and Scheduling

Initials	Group meetings will happen at a set time (see schedule). If the student misses the Group Meeting, there will be a recording and notes in their work. If the consultant is available, we can meet briefly (this is not a guarantee). *
Initials	Any individual scheduled appointments must be attend (rescheduling is fine if done 30 hours prior to the appointment. If students don't attend meetings applications will be at risk for getting done) *
Initials	Consultant may impose a missed appointment or rescheduling fee if rescheduling occurs less than 30hrs prior to the appointment. Rescheduling/missed appointments more than 1 time with less than 30 hours notice will result in a \$20 fee. By not rescheduling prior to 30hrs, you are taking an appointment time another student may want. *
Initials	If a student fails to show up for a group or individual meeting, a text will be sent to the student within a few minutes of the meeting starting. If there is no response, an email will be sent to parent one and the student, reminding them of the meeting. Please don't make the consultant chase you to attend meetings. *

Assignments and Homework

Initials	Assignments - the student must complete homework by 9 am the day of their meeting according to the schedule shared above. I understand if they do not, they may run out of time to get everything done by the deadlines. I understand Jen will not be available at the last minute to review my work. *
Initials	Assignments - Generally students will have about an hour's worth of homework between each meeting during June and July. This is likely to increase in August and September. *
Initials	Assignments - The student will be required to do research in two phases - colleges the student is applying to that the student will need to write about why they want to go to that school in-depth, and what the colleges the student is applying to requirements for the applications, possibility honors, and scholarships. This is research the student is doing (not Jen). *
Initials	I understand the student must complete and submit applications. This means the parent or

ChatGPT (or other AI) are not completing applications or writing essays. It must be the student's work (yes, colleges notice when it is not the student's voice). If essays appear to be written or edited by someone other than Jen or the student, Jen will NO LONGER work on the essay with the student. *

Initials I understand parents will not have access to the student's work and Jen will not provide access. My student is welcome to share their work, but it is in the student's hands to do so. *

Initials I understand it is recommended that parents only view the student's essays after they are complete (if the student chooses to share them). The essay process isn't linear, and a work in progress is just that—a work in progress. Parents tend to freak out about the essays when they aren't polished, which can inadvertently make the students feel bad about their work. The essays are the student's work and need to remain at their writing level. *

Applications and College List

Initials I understand there is a limit to the number of applications that can be generally completed in the group advising time frame—it is recommended that the student plan on doing no more than 10 applications. *

Initials I understand the student's list of schools they're applying to must be finalized no later than July 30th (June is preferred). This gives enough time to complete the applications by Early Action deadlines (which is vital to need and merit aid). Most Early Action deadlines are October 15th or November 1st.. *

Initials The student must also include which schools (if any) they are applying to for Honors programs or special scholarships. This July 30th deadline is to ensure all application deadlines are planned accordingly. *

Initials Scholarships/Honors Colleges—Students may be provided with scholarship/honors college information and are welcome to submit applications for the consultant to review (if time permits in the Group Advising schedule). The consultant will not demand that scholarships/honors college applications be completed. Applying for scholarships/honors college is in the student's hands. *

Initials College applications will be completed by October 1st or early action dates (whichever comes first). This deadline is to ensure students meet financial aid (need and merit), honors programs, and institutional scholarship deadlines. *

Initials Jen recommends I understand the student needs to submit and pay for their application a minimum of two weeks before the deadline so that they have time to make sure missing items are in place. *

Initials I understand the student is responsible for checking their colleges' portals (each college will send an email or provide instructions on how to access their portal within a few days of submitting their application). *

Initials I understand the student is responsible for checking their email as this is the main way

colleges will communicate with the student. *

Initials _____ I understand the student is responsible for submitting their test scores and transcripts where applicable to schools through the ACT or College Board (SAT) Website, CFNC, and WCPSS Scribes Site. Jen will show the student where this is, but they are responsible for sending this information. *

Initials _____ I understand the parents are responsible for helping their students submit their residency information with their parents no later than August 15th through the NC Residency Determination Service (CFNC/RDS). *

Initials _____ I understand the student is responsible for updating my Application Tracking Sheet (Google), which is visible to me to track my student's progress. *

Communication

Initials _____ I understand I must remain in communication with the Consultant as to the status and progression of the process (meaning if something is going on with the family or student that is preventing the student from scheduling meetings, completing work, or showing up to meetings) *

Initials _____ I understand the preferred way of communicating with Jen is via text (emails can get lost). I understand Jen will respond to texts up to 7 pm Sunday - Thursday; Jen is usually unavailable on Fridays and Saturdays. *

Initials _____ The student must notify schools they've applied to of intention to attend or not to attend. If applying for Early Decision (which is binding) and the student is accepted, residing all other applications as per the Early Decision rules.. *

Initials _____ The student must notify schools if there are any changes to their courses after they submit their applications. This is particularly important in the spring. *

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Initials _____ I must provide Consultant with the required paperwork as requested (including (but not limited to) the student's transcript, test scores, essay, and applications) *

Initials _____ I must provide the Consultant with any information that may impact the student's ability to attend college (including (but not limited to) disciplinary issues at school, arrest records, convictions, or any other important information) *

Financial Aid (FAFSA and CSS), Merit Aid and Scholarships

Jen is not a financial expert. She is a resource that can point you in the right direction, but not an authority. Time permitting, in the scope of the Group Advising, she can read essays for scholarships but will not find scholarships or go over personal financial documentation. Families will be invited to a Financial Aid and Scholarship workshop at the

end of September/beginning of October.

Initials _____ I understand Jen's role with financial aid, merit aid, and scholarships., *

Contract Details

Initials _____ I understand any violation of these responsibilities will void this contract and cause a loss of any payments. *

Initials _____ I am responsible for the timely payment of all fees *

Initials _____ I understand the role of College Path Advising is to assist students and families in finding colleges that match the student's interests and navigating the application process with families. *

What Services College Path Advising **DOES NOT** provide:

Initials _____ I understand that College Path Advising does not guarantee placement at any college or university. *

Initials _____ I understand that College Path Advising does not solicit or intervene with any college or university. *

Initials _____ I understand that College Path Advising does not complete applications for students. *

Initials _____ I understand that College Path Advising does not write essays for students. *

Initials _____ My student has read this contract and understands their obligations. *

I, the Parent, agree to the terms and conditions of this contract.

First name _____

Last name _____

Signature

Sign here

The date will be recorded once the form is submitted.

I agree to the terms and conditions of this contract.

First name _____

Last name _____

Signature

Sign here

The date will be recorded once the form is submitted.

Initials

I understand that refunds are not available. *