

**ADMIT ADVISOR, LLC
CONSULTING SERVICES AGREEMENT**

This Consulting Services Agreement (the "Agreement") is made as of the _____, ("Effective Date") by and between _____ of ("Client"), and _____, on behalf of Admit Advisor, LLC of 165 West 66th Street, Suite 15J ("Consultant").

1. **Consulting Relationship.** Consultant will provide consulting services (the "Services"), and Client will pay the fees and expenses as described in Exhibit A (the "Fees")
2. **Term.** The term of this Agreement begins on the Effective Date, and expires 18 months later.
3. **Termination.** Either party may terminate this Agreement at any time by written notice. In the event of such termination, Client will pay the Consultant for any portion of the Services that has been performed prior to receipt of the termination notice, or for any expenses authorized and incurred.

Consultant will refund fees for unused services at any time. Package services that are not charged on an hourly rate will be refunded on a prorated basis based on expected hours.

Consultant will begin provision of services only after Client has submitted a fee for services or has indicated their agreement to this Consulting Services Agreement either online or in writing.

4. **Independent Contractor.** Consultant's relationship with the Client will be that of an independent contractor, and not that of an employee.
5. **Client Responsibility.** Unless otherwise agreed, it is the Client's responsibility to adhere to and monitor all submission deadlines. If Client misses a submission or application deadline, the Client has no legal recourse against Consultant or Admit Advisor or any of its managers, members, officers, employees, agents, or representatives even if the missed deadline was due to a delay in service, negligence, or misinformation on the part of Consultant, Admit Advisor, its managers, members, officers, employees, agents, or representatives. We encourage you to follow up by phone and e-mail if you do not receive an acknowledgement that your materials have been received and are awaiting review.

Admit Advisor does not guarantee acceptance into any particular school or into the Client's selected schools. If Client is rejected by a graduate school or professional program, the Client has no legal recourse against the Consultant or Admit Advisor or any of its managers, members, officers, employees, agents, or representatives even if the Consultant or Admit Advisor was advised of the possibility of such damages.

6. **Confidentiality.** Consultant agrees to keep all personally identifiable information about Client confidential and not to discuss or divulge it to anyone other than appropriate Admit Advisor personnel or their designees unless Client provides written approval to disclose the information or relationship.
7. **Amendments and Waivers.** Any term of this Agreement may be amended or waived with the written consent and signature of the Client and Consultant.
8. **Indemnification.** Client agrees to defend, indemnify and hold harmless Admit Advisor, its officers, directors, shareholders, employees and agents from and against any and all claims, liabilities, damages, losses or expenses, including reasonable attorneys' fees and costs, arising out of or in any way connected with your access to or use of the Site or Consulting Services.
9. **No Representation or Warranties.** The services of Admit Advisor are provided on an "as is" and "as available" basis. Admit Advisor makes no representations or warranties of any kind, express or implied, as to the use of these services or the information, content, materials, or products provided therein. You expressly agree that your use of these services is at your sole risk.

10. **Limitations of Liability.** In no event will Admit Advisor, or any of its managers, members, officers, employees, agents, or representatives be held liable for any damages of any kind, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR

AdmitAdvisor, LLC

IN CONNECTION WITH THE USE OF ADMIT ADVISOR CONSULTING SERVICES, THE WEBSITE AND USER INTERFACES, AND ALL CONTENT AND SOFTWARE ASSOCIATED THEREWITH, OR OTHERWISE RELATED TO THE ADMIT ADVISOR SERVICE. In no event will Admit Advisor, or any of its managers, members, officers, employees, agents, or representatives be held liable for damages of any kind including without limitation the following: compensatory, direct, indirect, or consequential damages, loss of employment, loss of business, business interruption, loss of income or data, loss of or damage to property, and claims of customers or third parties arising from any customer's rejection from any graduate or professional program or employment opportunity of any kind.

Further, Client agrees to hold Admit Advisor harmless from any academic, administrative, criminal, or civil proceedings.

11. Force Majeure. Neither Client nor Consultant shall be liable for any failure, cancellation or delay in performance to the extent said failures, cancellations or delays are proximately caused by forces beyond that party's reasonable control and occurring without its fault or negligence, including, but not limited to, the failure of suppliers, subcontractors, and carriers.

12. Choice of Law. The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the State of New York, without giving effect to the principles of conflict of laws.

13. Severability. If any provision of this Agreement is found by a court of competent jurisdiction or arbitrator to be illegal, void, or unenforceable, the unenforceable provision will be modified so as to render it enforceable and effective to the maximum extent possible in order to effect the intention of the provision; and if a court or arbitrator finds the modified provision invalid, illegal, void or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement will not be affected in any way.

The parties acknowledge and execute this agreement below:

Client:	Admit Advisor, LLC
Name (Print):	Name (Print):
Signed:	Signed:
Date:	Date:

EXHIBIT A**AGREED CONSULTING SERVICES AND FEES**

Select	Summary of Services	Description	Quantity / Pricing	Total Fees
<input type="checkbox"/>	<p>Essay Review Package</p> <p>Consultant Deliverables: Essay Review including 2 turnarounds.</p> <p>Estimated consultant hours: 5 hours*</p> <p>Package Price: \$1,250 \$849 (32% discount!)</p> <p>Additional Hours: \$250</p>	<p>This package is for the applicant who has completed his or her essay. We provide strategic suggestions to improve your essay, and appropriately highlight your achievements and maximize your chances of admission. We also provide editing, English grammar, and structural advice. (Please submit a completed essay for our review).</p>	<p><u> </u> First School, \$849</p> <p><u> </u> Additional School(s), \$750</p>	
<input type="checkbox"/>	<p>Admissions Review package</p> <p>Consultant Deliverables: Admissions package review, essay review including 2 turnarounds. Recommender consultation, resume review</p> <p>Estimated Consultant hours: 9 hours*</p> <p>Package Price: \$2,250. \$1,399 (38% Discount!)</p> <p>Additional Hours: \$250</p>	<p>This package is for students who would like us to review their completed essay and entire admissions package. This package allows us to see the candidate more holistically, and improve the essay, the resume, and the application as a package, helping you to highlight appropriate themes, strengthen your overall message, and highlight your achievements. (Please submit a completed essay and application package for our review.)</p>	<p><u> </u> First School, \$1,399</p> <p><u> </u> Additional School, \$1,199</p>	
<input type="checkbox"/>	<p>Comprehensive package</p> <p>Consultant Deliverables: Admissions package review. Strategic development of essay theme, essay review including 2 turnarounds, recommender consultation, plus up to 3 hours of strategic consultation.</p> <p>Estimated consultant hours: 16 hours</p> <p>Discounted Package Price: \$4,000 \$2,499 (38% discount!)</p> <p>Additional Hours: \$250, \$175 (30% discount)</p>	<p>This package is for the student who has not started working on their application package. With this package, we help you strategically develop your application and essay, and work with you to complete your essay and application and select your recommender. The 3-hour strategic consultation can be applied to resume review, school selection, or any other service. Additional consulting hours purchased within 12 months with this package are discounted at \$175 per hour.</p>	<p><u> </u> First School, \$2,499</p> <p><u> </u> Additional School(s), \$2,199</p> <p><u> </u> Additional Hours, \$175</p>	

Select	Summary of Services	Quantity / Pricing	Total Fees
<input type="checkbox"/>	<p>Hourly Services (see Exhibit B for detail):</p> <ul style="list-style-type: none"> - General Consultation and Strategic Advice - School Selection - Application Materials Review (2 hour minimum*) - Essay Development Strategy - Essay Revision and Editing (3 hour minimum*) - Resume Review (2 hour minimum*) - Recommender / "Letters of Recommendation" Consultation - Interview Strategy and Preparation - Post-Admission Advice <p>Price: \$250 per hour</p>	<p>_____ number of hours, \$250 per hour</p>	
<input type="checkbox"/>	<p>Custom Services: Please describe _____</p> <p>_____</p>	<p>_____ number of hours, \$ _____ per hour</p>	
	TOTAL FOR SERVICES CONTRACTED		

*Estimated hours are provided for refund or cancellation purposes only. Actual consultation may take more or less time, depending on the project. When you purchase a package, we will not charge you if it takes additional time to provide the services agreed to here.

PAYMENT TERMS

- All payments and pricing is in \$US.
- Client will pay package fees up front, or based upon a mutually agreed-to payment schedule.
- Client will pay for hourly consulting services as each consultation is completed (except in the case of essay, application, and resume review services, which require payment up front). We reserve the right to provide services only to those customers who are paid in full.
- Payment is due upon invoicing. Payments over 60 days late will incur a 5% annual interest charge.

FEES

Hourly Services: Client shall pay Consultant at the rate of \$_____ per hour, payable _____ for Services described in Exhibit A of this agreement. Charges shall be billed in 5-minute increments and rounded to the nearest 5-minute increment. Hourly fees may be changed with (30) days' written notice. Client shall be billed [monthly, weekly, as services are provided] for Consultants' fees and expenses.

Package or Other Services: Total fees for Services Contracted will be paid to Consultant according to the following payment schedule:

Due at signing: \$ _____

1st Payment Date: _____ \$ _____

2nd Payment Date: _____ \$ _____

Due upon completion _____ \$ _____

OTHER

Other: Expenses the Consultant is authorized to incur, etc.:

We are not responsible for any missed application deadlines. We encourage you to follow up with us by phone and e-mail if you do not receive an acknowledgement that your materials have been received and are awaiting review. Admit Advisor agrees to provide the Services above, defined by the "Full Description of Services" in Exhibit B, and based on the fee schedule in Exhibit A. Services above are Agreed and Acknowledged on this date:

Client:

Admit Advisor:

Name: _____

Name: _____

Address:

Address:

165 West 66th Street, Suite 15J

New York, NY 10023

Country: _____

Country: USA

Signed: _____

Signed: _____

Date: _____

Date: _____

EXHIBIT B
Detailed Description of Hourly Services

We offer a variety of services on an hourly basis (\$250 per hour):

- General Consultation and Strategic Advice

- School Selection

We also help you choose the schools that are right for you. In the course of helping students apply to programs, we found that International students, in particular, need help with school selection. We can help you select the right academic program and school for you – and can do the background research, distilling pages and pages of brochures and websites and online information into a short list of schools for you to apply to. We can take into consideration factors including academics, social environment, location (city, rural, or suburbs), distance from airport, mix and integration of international students, or whatever is important to you. We will speak with alumni and provide you with their feedback, where possible.

Consulting Hours Recommended: 2 hours to recommend 4 schools.

- Application Materials Review (2 hour minimum)

We review all your application materials and your application package as a whole and make suggestions about how to improve the overall presentation or theme.

Consulting Hours Recommended: 2 hours to review 1 application

- Essay Development Strategy

We work with you to create a personal story and help create a structure and an outline for your essay – linking personal events, work experiences, and accomplishments together, and weaving them into an essay that tells your story in the most compelling way. We will not write your essay for you, but will provide some structure and guidance about compelling essay topics based on your life experiences.

Consulting Hours Recommended: 2 hours

- Essay Revision and Editing (3 hour minimum)

We can work with you on essay revision and editing on an hourly basis. This hourly service is recommended only for those who have very specific questions about their essay, or who may only need very basic help improving their English grammar and sentence structure.

Based on experience, a critical review of the essay (including editing, proofreading, and suggestions for improving the positioning and theme) and discussion with the client generally takes 4 to 6 hours total. For those who seek a critical review of their essay with suggestions for improvement, we recommend that you purchase the [Essay Review Package](#) which includes comprehensive editing services for \$849.

- Resume Review (2 hour minimum)

We will review your resume or CV for the application package, working with you on formatting, and improving the presentation it in such a way that it strengthens the rest of your application package. We expect a comprehensive resume review and editing to take from 2 to 4 hours including our up front review time and the time we spend directly with you.

Consulting Hours Recommended: 2 to 4 hours

- “Letters of Recommendation” Consultation

The Letter of Recommendation is extremely important when applying to the most competitive programs in the US. We help you select your recommenders, and advise you on how to approach them. While many US employers are accustomed to writing MBA recommendations for their employees, this may be the first time your supervisor has been asked to write a Recommendation Letter. We work with on how to approach your supervisor, and how to present background materials and written guidelines that will help your employer write a strong recommendation. The selection of a recommender and development of an approach will take 2 to 3 hours.

Consulting Hours Recommended: 2 to 3 hours

- Interview Strategy and Preparation

We can help you prepare for these interviews by anticipating questions that interviewers might ask, and by strategizing together about how to answer those questions. We can also provide a mock interview via Skype or in person. Generally takes 2 to 4 hours depending on whether you would like to do a practice mock interview.

Consulting Hours Recommended: 2 to 4 hours

- Post Admission advice

Once you are admitted, we are happy to advise you about the strategy for selecting a school, questions you might want to ask alumni, about how you might want to prepare for the program, or any other questions you might have.