



Hourly Services Contract

2024 March 23

Capstone Education Advisers LLC
Document Sender : Capstone Advisers



Hourly Services

This contract is entered into by ("Client"), parent or legal guardian of , and Capstone Education Advisers LLC this day of .

Please enter your home address here:

Parent 1 contact information:

Parent 2 contact information:

Student contact information:



Student personal email a

Student phone number

Services

With hourly services, Clients can access any of Capstone's individual services within a limited timeframe:

- High school courses
- Extracurricular activities, including summer activities
- ACT/SAT testing
- College visits, research and list building
- Learning challenges
- Letters of recommendation
- Applications, application strategies, and application review
- Interviews, including interview prep and mock interviews
- Financial aid, including need- and merit-based scholarships
- Post-application questions
- Post-decision college options
- Preparing for college

Due to the more involved nature of essay writing, we do not offer hourly Essay Writing services except as an extension to the 5-Hour [Essay Writing Package](#).

This package does not include email or phone consultation. All communication with families takes place during scheduled meetings and within the hourly time limit.

This package does not include access to Capstone's College Application Guide or Internship Development Guide.

Return to the [Services & Pricing](#) page if you would like to choose a different package.

Please initial:

Expectations

We greatly respect our students and families, and our goal is for each of our students to matriculate to a college where they will thrive and form the solid foundation they need to achieve their educational, career and developmental goals. Experience has shown us that students are more likely to achieve this outcome if they take the process seriously by setting aside enough time each week to complete tasks in a thoughtful way and



meet all internal and external deadlines. By taking this measured approach, students develop the skills and confidence to successfully manage a large, long-term project, while producing high-quality applications that are more likely to be successful.

It is important to note that college admissions outcomes are impacted by factors beyond the student's application, including the number and strength of applicants to that college, which can change from year to year. Depending on the college, admissions office may also consider legacy status, athletic talent, donor status, program or major, geography, first-generation status, finances, and other factors known only to the institution. Applicants are evaluated using multiple factors that may include GPA, rigor of coursework, grades in specific courses, test scores, essays, activities, letters of recommendation, and artistic or other talent. Your Capstone Consultant will help you build a balanced list, and we require students to apply to at least two colleges that your Capstone Consultant has identified as "likely" colleges for the student (e.g., colleges that the student is more likely to be admitted to than to be denied from).

All parties are expected to interact with each other respectfully whether by phone, text, email, or video call.

Expectations for students

- Set aside enough time to complete each assigned task thoughtfully.
- Meet all task deadlines developed collaboratively with the Capstone Consultant.
- Maintain their own list of all application deadlines and meet Capstone's internal deadlines and the colleges' deadlines.
- Attend all scheduled meetings. For specific meeting activities, such as reviewing the Common Application or UC Application, the meetings may be longer.
- Provide a minimum of 24 hours' notice if needing to reschedule a meeting (see Cancellation Policy, below).
- Comply with high school or transfer deadlines set by the school or college counseling office.

Please initial:

Thanksgiving Weekend

Please note that Capstone Consultants and Essay Specialists may be unavailable to meet or review applications and other materials over the Thanksgiving weekend (Wednesday-Sunday).

Please initial:



Cancellation Policy

Meetings

Clients are expected to provide 24 hours notice for the cancellation of a meeting with a Capstone Consultant, including Essay Specialists. Failure to provide 24 hours notice of cancellation will result in a timesheet entry equivalent to half the time allotted for the meeting. For example, for a 1-hour scheduled meeting, failure to cancel within 24 hours will result in the addition of a 1/2 hour of time to the student's timesheet. Exceptions to this policy will be granted for cancellations caused by illness or an emergency.

Contract

Either party may terminate the contract at any time but payment for services rendered to that point will be collected.

Please initial:

Disclaimer

It is understood that the Client and their student are responsible for:

- Verifying the accuracy of the information submitted in the student's applications.
- Ensuring that all components of each application are submitted by the application deadline.
- Educating themselves about the ability to afford college and the financial stability of the college that their student has chosen.

Clients are not permitted to use the intellectual property owned by Capstone Education Advisers LLC for any reason other than to directly support their own student's college applications while contracted with Capstone Education Advisers LLC. Clients are not permitted to distribute or share the intellectual property owned by Capstone Education Advisers LLC. Consultant reserves the right to seek all remedies available at law for infringement or unauthorized use of intellectual property. Liability arising from the professional actions, errors or omissions of Capstone Education Advisers LLC (including but not limited to Carolyn Weirick and Shelley M. Enger) shall not exceed the total fees paid for services. Client hereby waives any right to any additional remedy, including consequential or non-economic damages.

Client and student are responsible for meeting all application requirements and deadlines established by the colleges. Client and student understand and agree that services provided come with no guarantee that the student will be admitted to any particular university, college or institution.

Please initial:



2026 April 4

Once signed by the Client, this contract is considered signed by both parties.

X _____



Signature Certificate

Document name: Hourly Services Contract

🔒 Unique Document ID: C073C7C892A41561C76452305B4B761C0459BBB6

LEGALLY SIGNED USING
WPsignature
Build. Track. Sign Contracts.

Timestamp

2024 March 21 10:19 PDT

Audit

Hourly Services Contract Uploaded by Shelley Enger -
admin@capstoneadvisers.com IP 63.249.70.118



This audit trail report provides a detailed record of the online activity and events recorded for this contract.

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