

Our goal is to be a resource for you throughout your entire college planning service with us. We will be completing numerous steps with you and on your behalf along the way. However, there are still some areas that will solely be your responsibility.

Please review the list below:

Responding to Our Requests – Throughout your college planning service, we will periodically request information from you. In order for us to provide the best possible service and for you to achieve optimum results, you must respond to these requests in a timely manner.

Admissions and Scholarship Applications – Completing and submitting admissions applications to all colleges is the responsibility of the student. As well, complete and submitting scholarship applications to all colleges and private entities is the responsibility of your family.

Financial Aid Verification Forms – When your service includes financial aid forms filing, we will work with you to prepare the FAFSA, the CSS Profile, and need-based financial aid forms required by your college(s). Upon receipt, your college(s) may require additional verification forms and supporting documentation to verify the information reported on your financial aid forms. Submitting these verification forms and supporting documentation to the college(s) and/or IDOC is the responsibility of your family.

CSS Profile Noncustodial Parent Requirement – Colleges requiring the CSS Profile for students with divorced or separated parents, may require a CSS Profile form be submitted by both parents, the custodial and the non-custodial parent. We do not complete the second CSS Profile form as part of your college planning service. However, an a la carte service is available for a small fee to prepare the noncustodial parent's CSS Profile and privately consult with him or her as needed. Contact us for more details.

Monitoring College Websites – Upon acceptance to a college, a user name and password is provided to your student giving access to the college's online student portal. Colleges use the student portal to communicate important admissions and financial aid information and updates. You will need to monitor these websites on a regular basis and keep your Service Center Consultant informed of any important communication concerning financial aid.

When you have any questions, please feel free to contact me at any time. Thank you and I look forward to working with you throughout your entire college planning service with us.