

ZEKA Associates

Terms of Agreement

Independent Educational Consultant Client Agreement

1. Responsibilities of the Educational Consultant

- 1.1 In-depth interviews with student and parent(s) if appropriate to thoroughly evaluate and recommend appropriate higher education options.
- 1.2 Consultations with teachers and other professionals, where appropriate.
- 1.3 Professional evaluation of all academic records, including standardised testing, psychological tests and related reports pertinent to the university and college admissions process.
- 1.4 Research to develop a realistic list of higher education options tailored to the student's abilities, interests, aspirations and needs.
- 1.5 Reviewing student options after campus visits as appropriate.
- 1.6 Providing guidance with applications, including review of personal statement(s) as appropriate.
- 1.7 Discussion and preparation for interviews, campus visits, and applications as appropriate.
- 1.8 Assistance with establishing a university and college list and discussing hierarchy of higher education institution preferences as appropriate.
- 1.9 Organise campus visits with itinerary as appropriate.
- 1.10 Communication with admissions officers, high school counsellors or other professionals, as necessary.

The responsibilities listed above do not include:

- Guarantee of admission to or satisfaction with programmes of a particular institution.
- Exertion of undue influence on university admission officers or others related to the admissions process.
- Creation of personal statement(s) or completion of applications forms on the student's behalf.

2. Responsibilities of the Student

- 2.1 Pay ZEKA Associates the appropriate fee in advance of any services supplied.
- 2.2 Maintain close communication with Consultant in order to facilitate placement and monitor status of applications.

- 2.3 Provide Consultant with all high school and/or university transcripts and results of all educational and psychological testing, if applicable.
- 2.4 Complete, submit and monitor status of applications.
- 2.5 Notify Consultant of intention to accept or decline offers of admission.
- 2.6 Conduct the admissions process in an ethical and conscientious manner.

3. Compensation

I have read and understand the conditions stated above for educational consulting services and agree to pay the full fee commensurate with the selected service(s). This fee is inclusive, with the exception of special arrangements agreed to following the contract date. This agreement begins on date that the contract is signed by both parties and terminates not later than one (1) year later.

Student name:

Student signature:

Parent(s) name if under 18:

Parent(s) signatures if under 18:

Consultant signature for ZEKA Associates:

Date: 19/07/2026

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