

PARENT–STUDENT–CONSULTANT COMMUNICATION PROTOCOL AGREEMENT

CLIENT COMMUNICATION STANDARDS, EXPECTATIONS, AND RESPONSIBILITY ALLOCATION

For Clients of

Dr. Nathan Hurwitz – College Admissions Consultant, Hurwitz Consulting, LLC

ARTICLE I

PURPOSE, STRUCTURE, AND INTENT OF THIS AGREEMENT

This Parent–Student–Consultant Communication Protocol Agreement (hereinafter referred to as the “Agreement”) is entered into between **Dr. Nathan Hurwitz – College Admissions Consultant, Hurwitz Consulting, LLC**, a Pennsylvania limited liability company (hereinafter referred to as the “Consultant”), and the undersigned student applicant together with any parent or legal guardian participating in or responsible for admissions consulting services (collectively referred to herein as the “Client”).

The purpose of this Agreement is to establish clear and enforceable communication protocols governing the professional relationship between the Consultant, the Student, and the Parent or Guardian throughout the college admissions consulting process.

The college admissions process frequently involves significant emotional investment, substantial time commitments, multiple stakeholders, and numerous decision points. In the absence of clearly defined communication protocols, misunderstandings may arise regarding expectations, responsibilities, timelines, or the scope of services.

Accordingly, this Agreement is designed to establish a structured framework for communication that promotes:

- clarity of expectations
- transparency of responsibilities

- respectful professional interactions
- efficient coordination of application tasks
- effective collaboration among all parties

This Agreement also serves to prevent common disputes that may arise during the admissions process by defining appropriate channels, timing, and boundaries for communication.

By executing this Agreement, the Student and Parent acknowledge that they have read, understood, and agreed to the communication standards described herein.

ARTICLE II

DEFINITIONS

For purposes of this Agreement, the following definitions shall apply.

2.1 Consultant

The term “Consultant” refers to **Dr. Nathan Hurwitz – College Admissions Consultant, LLC**, including any authorized associates, employees, or independent contractors engaged by the Consultant.

2.2 Student

The term “Student” refers to the individual applicant participating in admissions consulting services.

2.3 Parent or Guardian

The term “Parent” or “Guardian” refers to the legal parent or guardian of the Student responsible for payment, participation, or oversight in connection with consulting services.

2.4 Client

The term “Client” refers collectively to the Student and the Parent or Guardian.

2.5 Communication

The term “Communication” refers to any exchange of information between the Consultant and the Client, including but not limited to:

- email correspondence
- scheduled meetings
- video conferencing sessions
- document comments
- written feedback on essays
- messaging through digital platforms

2.6 Consulting Session

The term “Consulting Session” refers to a scheduled meeting between the Consultant and the Student for the purpose of discussing admissions strategy, reviewing application materials, or providing guidance related to the admissions process.

ARTICLE III

PRINCIPLES GOVERNING COMMUNICATION

The parties agree that all communication between the Consultant and the Client shall be governed by the following principles:

Professionalism

All communications shall be conducted in a professional and respectful manner.

Clarity

Communication should be clear, concise, and focused on the admissions process.

Efficiency

Communication channels shall be used in a manner that allows the Consultant to manage consulting services effectively for all clients.

Responsibility

Each party shall respect the roles and responsibilities assigned within this Agreement.

ARTICLE IV

PRIMARY COMMUNICATION WITH THE STUDENT

The Consultant's primary working relationship is with the Student.

Because the Student is the individual responsible for completing the college application, the Student must be actively engaged in the consulting process.

The Student shall therefore serve as the primary participant in most consulting sessions.

The Student is expected to:

- attend scheduled meetings
- complete assignments
- respond to communications from the Consultant
- provide requested materials

The Consultant will primarily direct feedback regarding essays, activities lists, and application materials to the Student.

ARTICLE V

ROLE OF THE PARENT OR GUARDIAN

Parents and guardians play an important supporting role in the admissions process.

Parents may assist students by:

- providing encouragement
- helping manage scheduling logistics
- ensuring that application fees are paid
- assisting with financial aid forms

However, parents should not replace the Student as the primary participant in the admissions process.

The Student must remain actively engaged in all aspects of application preparation.

ARTICLE VI

STRUCTURE OF CONSULTING SESSIONS

Consulting sessions will typically follow a structured format designed to maximize efficiency.

Sessions may include the following components:

- review of current application progress
- discussion of essay drafts
- strategic planning for upcoming deadlines
- identification of next steps

The Student is expected to arrive prepared for each session.

Preparation may include:

- completing assigned drafts
 - reviewing prior feedback
 - preparing questions
-

ARTICLE VII

EMAIL COMMUNICATION PROTOCOLS

Email serves as the primary method of asynchronous communication between the Consultant and the Client.

To ensure efficiency and clarity, the following email protocols apply.

Emails should include clear subject lines referencing the topic of discussion.

Students should consolidate questions into a single message whenever possible.

The Consultant will respond to emails within a reasonable timeframe consistent with professional consulting standards.

Emails should focus on substantive questions related to the admissions process.

ARTICLE VIII

RESPONSE TIME EXPECTATIONS

The Consultant strives to respond to client communications promptly.

However, response times may vary depending on workload and scheduling demands.

Clients should allow a reasonable period for responses to non-urgent communications.

The Consultant may designate specific days or hours for responding to emails and messages.

ARTICLE IX

APPROPRIATE USE OF COMMUNICATION CHANNELS

Communication channels should be used appropriately.

Routine questions should be directed through email.

Complex discussions should be reserved for scheduled consulting sessions.

Urgent issues may be addressed through email with appropriate indication of urgency.

The Consultant does not provide continuous real-time availability.

ARTICLE X

STUDENT RESPONSIBILITY FOR FOLLOW-UP

The Student is responsible for following up on assignments, tasks, and recommendations discussed during consulting sessions.

The Consultant may provide reminders or suggestions but cannot assume responsibility for the Student's completion of tasks.

The Student must actively manage their own progress throughout the admissions process.

ARTICLE XI

PARENT COMMUNICATION PARAMETERS

Parents are welcome to communicate with the Consultant regarding general questions about the admissions process.

However, the Consultant may prioritize communication directly with the Student regarding essay development and application preparation.

This approach ensures that the Student remains the primary author of application materials.

ARTICLE XII

CONFLICT RESOLUTION COMMUNICATION

If disagreements arise regarding admissions strategy, the parties agree to address such concerns through respectful dialogue.

Strategic decisions may involve subjective considerations.

The Consultant will provide recommendations based on professional experience, but final decisions remain with the Client.

ARTICLE XIII

CONFIDENTIALITY OF STUDENT WORK

Student essays, personal statements, and application materials are confidential.

The Consultant will treat these materials as private educational records.

Parents acknowledge that certain discussions between the Consultant and the Student may involve personal reflections relevant to essay development.

ARTICLE XIV

CONSULTANT PROFESSIONAL BOUNDARIES

The Consultant provides professional admissions consulting services.

The Consultant does not provide psychological counseling, academic therapy, or crisis intervention services.

Communications should remain focused on the admissions consulting process.

ARTICLE XV

TECHNOLOGY AND COMMUNICATION PLATFORMS

Consulting sessions may be conducted using video conferencing platforms.

Clients are responsible for ensuring reliable internet access and appropriate technology.

Technical issues may occasionally disrupt communication.

The Consultant will make reasonable efforts to reschedule sessions affected by technical difficulties.

ARTICLE XVI

MISUSE OF COMMUNICATION CHANNELS

Communication channels must not be used for excessive or inappropriate messaging.

Repeated or excessive communications outside scheduled sessions may interfere with the Consultant's ability to serve other clients.

The Consultant reserves the right to redirect extensive communications into scheduled consulting sessions.

ARTICLE XVII

RESPECTFUL INTERACTION REQUIREMENT

All parties agree to maintain respectful and professional communication.

Harassment, hostility, or disrespectful behavior will not be tolerated.

The Consultant reserves the right to terminate consulting services if communication becomes abusive or disruptive.

ARTICLE XVIII

LIMITATION OF CONSULTANT LIABILITY

The Consultant shall not be responsible for misunderstandings arising from communications that occur outside the defined channels established in this Agreement.

The Client agrees to rely on written confirmations of important decisions.

ARTICLE XIX

ACKNOWLEDGEMENT OF COMMUNICATION RESPONSIBILITY

By signing this Agreement, the Client acknowledges that effective communication requires cooperation from all parties.

The Student agrees to remain actively engaged in the consulting process.

The Parent agrees to respect the communication framework established herein.

ARTICLE XX

CERTIFICATION AND SIGNATURES

By signing below, the Student and Parent confirm that they have read and understood this Communication Protocol Agreement and agree to adhere to the communication standards described herein.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Consultant:

Dr. Nathan Hurwitz – College Admissions Consultant, LLC

Date: _____