

ADMISSIONS TIMELINE RESPONSIBILITY AGREEMENT

APPLICATION DEADLINE ACKNOWLEDGEMENT AND ALLOCATION OF RESPONSIBILITY

For Clients of

Dr. Nathan Hurwitz – College Admissions Consultant

Hurwitz Consulting, LLC

ARTICLE I

INTRODUCTION AND PURPOSE

This Admissions Timeline Responsibility Agreement, Application Deadline Acknowledgement, and Allocation of Responsibility 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 consulting services (collectively referred to herein as the “Client”).

The purpose of this Agreement is to clearly establish and allocate responsibility for the management, monitoring, and fulfillment of deadlines associated with the college admissions process.

The college admissions process involves a large number of application deadlines, submission requirements, documentation obligations, and procedural milestones. These requirements are imposed by colleges and universities and are often strict, non-negotiable, and subject to change without notice.

Failure to comply with these requirements may result in significant consequences, including but not limited to:

- denial of admission
- rejection of application materials
- ineligibility for scholarship consideration

- inability to participate in early decision or early action programs
- loss of eligibility for institutional programs

This Agreement therefore establishes the principle that responsibility for compliance with admissions deadlines remains with the Student and the Client.

The Consultant may provide guidance, reminders, planning support, and strategic advice; however, the Consultant cannot assume responsibility for the Student's fulfillment of admissions requirements.

By executing this Agreement, the Client acknowledges and accepts these principles.

ARTICLE II

DEFINITIONS

For purposes of this Agreement, the following definitions apply.

2.1 Student

The term "Student" refers to the individual applying to colleges or universities and participating in admissions consulting services.

2.2 Client

The term "Client" refers collectively to the Student and any parent or legal guardian responsible for payment or participation in consulting services.

2.3 Consultant

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

2.4 Admissions Timeline

The term "Admissions Timeline" refers to the complete schedule of deadlines, requirements, and submission dates associated with the college admissions process.

The Admissions Timeline may include deadlines related to:

- application submission
- early decision programs

- early action programs
- regular decision applications
- scholarship applications
- honors program applications
- performing arts auditions
- portfolio submissions
- financial aid forms
- standardized testing submissions
- recommendation letter deadlines

2.5 Institutional Deadlines

The term “Institutional Deadlines” refers to deadlines established by colleges and universities.

Such deadlines are determined solely by the institutions and may change without notice.

ARTICLE III

COMPLEXITY OF THE COLLEGE ADMISSIONS TIMELINE

The Client acknowledges that the college admissions process involves numerous procedural requirements that must be completed within specified timeframes.

These requirements often include multiple deadlines across different institutions.

Deadlines may vary widely depending on the application program selected by the Student.

Examples include:

- Early Decision deadlines
- Early Action deadlines
- Regular Decision deadlines
- Rolling Admissions deadlines
- Scholarship deadlines
- Portfolio submission deadlines
- Audition scheduling deadlines
- Financial aid application deadlines

Additionally, many institutions require multiple supporting materials, each with independent deadlines.

These materials may include:

- transcripts
- standardized test scores
- recommendation letters
- school reports
- counselor reports
- mid-year grade reports
- financial aid forms
- supplemental essays

Each component must be submitted in accordance with institutional timelines.

ARTICLE IV

RESPONSIBILITY FOR DEADLINE MANAGEMENT

The Student and Client acknowledge that ultimate responsibility for monitoring and meeting admissions deadlines rests with the Student.

The Consultant may provide guidance, reminders, and planning support; however, the Consultant cannot assume responsibility for the timely completion or submission of materials.

The Student is responsible for:

- tracking all relevant deadlines
- completing application forms
- preparing essays
- coordinating recommendation letters
- submitting required materials

The Student must ensure that all materials are submitted prior to institutional deadlines.

ARTICLE V

ROLE OF THE CONSULTANT

The Consultant's role in the admissions process is advisory.

The Consultant may provide assistance in the form of:

- strategic planning
- timeline recommendations
- reminder notifications
- review of application materials
- guidance regarding admissions strategy

However, the Consultant does not control the submission of application materials unless explicitly authorized through specific written arrangements.

The Consultant cannot guarantee that all application components will be submitted on time.

ARTICLE VI

ROLE OF PARENTS OR GUARDIANS

Parents or guardians play an important role in supporting students throughout the admissions process.

Parents or guardians may assist students by:

- helping organize application materials
- reviewing timelines
- ensuring financial aid forms are completed
- assisting with logistical planning

However, the responsibility for meeting admissions deadlines ultimately rests with the Student.

ARTICLE VII

MULTIPLE APPLICATION COMPONENTS

Admissions applications frequently involve numerous independent components.

Each component may have separate submission requirements.

Examples include:

- Common Application submission
- supplemental essay submission
- institutional forms
- portfolio uploads
- audition scheduling
- recommendation letter submission

The Student must ensure that all required components are submitted in accordance with institutional requirements.

Failure to submit any required component may result in an incomplete application.

ARTICLE VIII

FINANCIAL AID DEADLINES

Financial aid applications often involve additional deadlines separate from admissions deadlines.

Examples include:

- FAFSA submission
- CSS Profile submission
- institutional financial aid forms

Failure to meet financial aid deadlines may result in loss of eligibility for financial assistance.

Responsibility for financial aid submissions rests with the Client.

ARTICLE IX

STANDARDIZED TEST DEADLINES

Some institutions require standardized test scores to be submitted by specified deadlines.

These may include:

SAT score submissions
ACT score submissions

Advanced Placement score submissions
Subject test submissions

Students must ensure that official score reports are sent to institutions before required deadlines.

ARTICLE X

RECOMMENDATION LETTER DEADLINES

Many institutions require recommendation letters from teachers or counselors.

The Student is responsible for requesting recommendation letters well in advance of submission deadlines.

The Consultant cannot guarantee that recommendation letters will be submitted on time.

ARTICLE XI

CONSEQUENCES OF MISSED DEADLINES

Failure to meet admissions deadlines may result in serious consequences.

These consequences may include:

- rejection of application materials
- disqualification from scholarship consideration
- inability to apply through early programs
- loss of eligibility for specialized programs

The Consultant shall not be responsible for consequences resulting from missed deadlines.

ARTICLE XII

CHANGES TO INSTITUTIONAL DEADLINES

Colleges and universities may change admissions deadlines or requirements without notice.

These changes may occur due to:

- institutional policy updates
- changes in admissions platforms
- adjustments to enrollment management strategies

The Consultant cannot control or predict such changes.

ARTICLE XIII

TECHNOLOGICAL ISSUES

Application submissions often occur through online platforms.

These platforms may experience technical issues including:

- website outages
- server delays
- system errors

Students should not wait until the final hours before submission deadlines.

The Consultant cannot be responsible for technical failures experienced by application platforms.

ARTICLE XIV

LIMITATION OF CONSULTANT LIABILITY

The Consultant shall not be liable for missed deadlines, incomplete applications, or institutional consequences resulting from the Student's failure to comply with application requirements.

The Consultant's role is advisory and does not include responsibility for the Student's submission actions.

ARTICLE XV

ASSUMPTION OF RESPONSIBILITY

By signing this Agreement, the Student acknowledges and accepts responsibility for the timely completion of admissions requirements.

The Student agrees to actively monitor application timelines and complete all required tasks.

ARTICLE XVI

ACKNOWLEDGEMENT AND CERTIFICATION

The Student and Client acknowledge that they have read and understood the terms of this Agreement.

The Student accepts responsibility for meeting admissions deadlines and understands that the Consultant cannot guarantee the timely submission of application materials.

ARTICLE XVII

SIGNATURES

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____