



SERVICE AGREEMENT

For Office Use Only:

Date Rec'd _____

Pymt Type: CreditCard or Ck No: _____

1 2 3 Renewal or Ren + New Amt: _____

College Aid Pros Inc., (hereinafter referred to as *The Company*) & _____,
(hereinafter referred to as *The Client*) mutually agree to the following: Student Name

TERM of AGREEMENT (covers the academic year 2015 - 16 including Fall 15, Winter 15-16, Spring 16, Summer 16).
This agreement will begin immediately upon acceptance by College Aid Pros Inc., and will terminate on August 31, 2015. This agreement serves as the only document between *The Client* and *The Company*.

PROCESSING OF A STUDENT'S ACCOUNT WILL BEGIN WHEN THE SERVICE AGREEMENT AND PAYMENT IN FULL HAVE BEEN RECEIVED

Services College Aid Pros Inc. Will Provide:

1. **FILING of FINANCIAL AID FORMS**, completing and filing the required Financial Aid Forms that are applicable to the Federal, State, and Institutional financial aid process.
2. **THE CLIENT IS RESPONSIBLE for PROVIDING INFORMATION**, so that *The Company* can complete and file the Financial Aid Forms. *Reasonable attempts will be made to contact you. Ultimately this is your responsibility!*
 - A. This information must be received at least two (2) weeks prior to their due date.
 - B. The Client must provide "Family Info Update" form no later than November 30, 2015.
 - C. The Client is responsible for providing a complete, signed copy of all 2014 Federal Tax Returns (both personal & corporate) including ALL schedules, W-2's, and/or 1099s, K-1's and all asset related year end statements no later than February 15, 2015.
3. **CONFIDENTIALITY of INFORMATION** provided by *The Client* will be regarded as confidential and will not be shared or given to anyone without the prior written consent of *The Client*.
4. **ACCURACY of INFORMATION PROVIDED by THE CLIENT**: *The Client* agrees that *The Company* cannot guarantee or warrant, expressly or implied, the accuracy or thoroughness of the information provided by *The Client*. It is *The Client's* responsibility to review the Federal Student Aid Report (SAR) for content and accuracy, and to notify *The Company* immediately of any additions or corrections that need to be made.

CLIENT SERVICE FEE >>> \$395 Early Renewal Fee (prior to Nov. 15th) >>> \$495 Standard Renewal

PROCESSING FEES

Certain financial aid forms (including the CSS Profile) and/or loan applications require a processing fee. These fees are in addition to College Aid Pros Inc.'s fee and/or any other costs or charges incurred on behalf of *The Client*.

BORROWING INTENTIONS

Please check any borrowing intentions for this academic year:

(A delay in processing can occur if we do not have your borrowing intentions in time.)

- ☐ **Stafford Direct Loans** (student is the borrower)
- ☐ **PLUS** (either parent is the borrower) **or Grad PLUS Loans** (grad student is the borrower)
- ☐ **Private/Alternative Loans** (student is the borrower and parent will be the co-signer)

ACCEPTED By: _____ **DATE:** _____
(Parental SIGNATURE)

Return Form via fax or email.

15-16

Fax: 610-601-4053

Email: Doreen@collegeaidpros.com