Bello Advising — Services Agreement

College advising services agreement between Bello Advising and the family below.

PARTIES

Advisor / Business Name: _____

Client (Parent/Guardian) Name: _____

Student Name: _____

Agreement Date: _____

1. Services Provided

Bello Advising agrees to provide college advising services to the Student, which may include (as applicable to the selected package):

- College list development and research
- Application strategy and timeline planning
- Essay brainstorming and editing on the personal statement and supplemental essays
- Activities list and resume review
- Application review prior to submission
- Scholarship search support and feedback on scholarship applications (Tier Three only)
- Access to the Bello Advising college admissions modules (Tiers Two and Three)

Package selected:

- Tier One — Application and Essay Polish ($600 flat fee, 4 sessions)
- Tier Two — Guided Application Season ($1,800 flat fee, 12 sessions)
- Tier Three — Full Two-Year Application Arc ($3,000 flat fee, 20 sessions)
- Single Session ($200/hour)
- Modules Only ($199 flat fee, self-paced, no live sessions)
- Other: _____

Additional Services and Changes to Agreement

The Client may request additional advising sessions beyond those included in the selected package. Any additional services must be agreed upon in writing by both the Advisor and the Client, including by email.

Unless otherwise agreed in writing, additional sessions will be billed at the Advisor's standard hourly rate in effect at the time of the request. All additional services will be subject to the terms of this Agreement, including its cancellation and refund policies.

Any changes to the scope of services, or other material terms of this Agreement may require a separate written amendment signed by both parties. Except as expressly modified by a written agreement between the parties, all other terms of this Agreement remain in effect.

2. Term

This Agreement begins on [start date] and ends on [end date, or "upon completion of the application cycle covered by the selected package"], unless extended in writing by both parties.

3. Fees and Payment

Total Fee: _____

Payment schedule (check one):

- Paid in full at signing
- Split into installments of $_____ due on: _____

Payment is processed through Stripe. A $35 late fee may apply to payments more than 14 days past due.

Stripe Transaction Fees:

- If paying via credit or debit card through Stripe, a 2.9% transaction fee will incur, to be paid by the Client.
- If paying via ACH/direct bank deposit through Stripe, a 0.8% transaction fee will incur, to be capped at $5.00, and to be paid by the Client.

4. Essay and Application Feedback

Essay and application feedback is provided live during sessions and in writing between sessions. Written feedback on drafts is part of the session, is a charged service, and counts toward the session time of the selected package (or is billed at the hourly rate for Customizable Single Sessions).

5. Cancellation and Refund Policy

- Client may cancel this Agreement in writing at any time.
- If cancelled within 7 days of signing, Client receives a full refund.
- If cancelled after services have begun, Client is refunded for scheduled sessions not yet delivered, minus an administrative fee equal to 10% of the total package fee.
- No-shows or late cancellations (less than 24 hours' notice) are not eligible for make-up sessions except at Advisor's discretion.

6. No Guarantee of Outcome

Client understands and agrees that Advisor provides guidance, strategy, and feedback, but does not control and cannot guarantee admission to, or financial aid/scholarship offers from, any college or university. College admissions decisions are made solely by the institutions themselves.

7. Client Responsibilities

Client and Student agree to provide timely information, meet agreed deadlines, and communicate promptly about scheduling conflicts. Delays caused by Client/Student may affect the advising timeline and are not the responsibility of Advisor.

8. Confidentiality

Advisor will keep Student's personal, academic, and financial information confidential and will not share it with third parties without written consent, except as required by law. Client consents to Advisor referencing anonymized outcomes (e.g., "a student I worked with was admitted to...") for marketing purposes unless Client opts out in writing. See our full Privacy Policy for details.

9. Limitation of Liability

Advisor's total liability under this Agreement is limited to the total fees paid by Client. Advisor is not liable for indirect, incidental, or consequential damages, including but not limited to admissions outcomes, missed deadlines caused by factors outside Advisor's control, or third-party errors (e.g., school transcript delays, testing agency errors).

10. Independent Contractor Status

Advisor is an independent provider of educational advising services, not a school official, licensed counselor, attorney, or financial advisor, and is not affiliated with any college, university, or admissions office.

11. Termination

Either party may terminate this Agreement with 14 days' written notice. Sections 6 (No Guarantee of Outcome), 8 (Confidentiality), and 9 (Limitation of Liability) survive termination.

12. Governing Law

This Agreement is governed by the laws of the District of Columbia, without regard to conflict-of-law principles.

Signatures

By signing below, both parties agree to the terms above.

_____

Bello Advising

Printed Name: _____

Date: _____

_____

Parent / Guardian

Printed Name: _____

Date: _____

_____

Student, if over the age of 18

Printed Name: _____

Date: _____