



SERVICE AGREEMENT

For Office Use Only:
Date Rec'd _____
Pymt Type: CC or Ck No: _____
1 2 3 Renewal or Ren + New Amt: _____
(Service Agreement Fee Rec'd)

Please enter your data in the fields below. Fields with red border are required.

College Aid Professionals, LLC (hereinafter referred to as CAP) and _____,
(hereinafter referred to as the CLIENT) mutually agree to the following: Student Name

TERM of AGREEMENT (covers the academic year 2012-2013 including Fall12, Winter 12-13, Spring 13, Summer 13).
This agreement will begin immediately upon acceptance by KEITH CALIL, *President of CAP*, and will terminate on August 31, 2012. This agreement serves as the only document between the parties, replacing and superseding any prior agreements. **** No student accounts will be processed until service agreement and payments have been received. ****

FILING of FINANCIAL AID FORMS

CAP will complete and file the required Financial Aid Forms that are applicable to the Federal, State, and Institutional financial aid process.

CLIENT's RESPONSIBILITY to PROVIDE INFORMATION to CAP

The Client is responsible for providing all information so that CAP can complete and file the Financial Aid Forms.

This information must be received at least four (4) weeks prior to their due date at CAP's Administrative Office located at:
40 W. Germantown Pike, Suite 201, East Norriton, PA 19401

The Client is responsible for providing a complete and signed copy of all 2011 Federal Tax Returns including all schedules, W-2's, and/or 1099s as well as all asset related year end statements to CAP by February 15, 2012.

CONFIDENTIALITY of INFORMATION

Information provided by the Client will be regarded as confidential and CAP will not divulge any information to anyone without the prior written consent of the Client.

ACCURACY of INFORMATION PROVIDED by THE CLIENT

The Client agrees that CAP cannot guarantee or warrant, expressly or implied, the accuracy or thoroughness of the information provided by the Client. The client is responsible for notifying CAP immediately upon receipt and review of the Federal Student Aid Report (SAR) for content corrections and additions.

CLIENT SERVICE FEE >>>> \$395

PROCESSING FEES

Certain financial aid forms and/or loan applications require a processing fee. These fees are in addition to CAP's renewal fee and/or any other costs or charges incurred by CAP on behalf of the Client. In the event correspondence, financial aid forms or any other documents are required to be sent by any delivery service other than normal first class mail through the U.S. Postal System, these delivery costs will be billed to the Client at cost.

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 Loans (student is the borrower)

PLUS (either parent is the borrower, only one is needed) or Grad PLUS Loans (grad student is the borrower)

Private/Alternative Loans (student is the borrower and parent will be the co-signer)

MOTHER'S FULL NAME: _____ FATHER'S FULL NAME: _____

ACCEPTED BY: _____ DATE: _____
(Parental SIGNATURE)

PAYMENT METHODS: Online Payment via Credit Card or PayPal Phone or Fax Mail-In
(You will receive an e-mail invoice from PayPal)

E-MAIL ADDRESS (*Must include if paying online): _____

**PLEASE CLICK SUBMIT BUTTON TO E-MAIL FORM TO COLLEGE AID PROFESSIONALS
OR PRINT FORM AND MAIL TO: 40 W. GERMANTOWN PIKE, Suite 201, EAST NORRITON, PA 19401**

IF NOT RENEWING (please check): STUDENT GRADUATED
STUDENT NOT RETURNING TO SCHOOL

12-13