

## ***Memorandum of Understanding***

### **Five Forces makes the following commitment to you...**

- Gain insight and understanding of your experience and dreams for the future
- Optimize your resume including the presentation of extra-curricular activities
- Advising and formulating a specialized college list
- Mastering both the Common App and other college-specific applications
- Coaching the student on how to make personal essays come alive
- Utilize our personal contacts to advocate on your behalf with colleges and universities
- Prepping for interviews and/or college visitations
- Setting up the campus visits
- Guidance through the scholarship process
- Unlimited communication, via personal meetings, email, phone calls, skype, etc...
- Assisting in securing internship opportunities or summer experiences

### **Five Forces expects the following commitment from you...**

- Completion of the Five Forces Application
- Payment of all associated fees
- Provide a sample essay to gain insight to writing skills
- Provide a copy of an unofficial transcript
- Submission of all essays 15 days prior to due date for feedback and revision

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*Charmin Lee*

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*Student*

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*Parent*