



Welcome

Thank you for choosing PrepMatters as your resource for test preparation and educational counseling. We look forward to providing you the best service possible through a combination of highly trained tutors and counselors, one-on-one sessions, knowledge of materials and strategies that work, and an unwavering commitment to your success.

To begin, we ask that you take a few minutes to register with us. This includes reviewing and signing our tutoring and test preparation policies and procedures statement.

To better serve you, we ask that you **review, complete and sign the Policies and Procedures form before your first session.**

If you have any questions, please contact us at 301-951-0350 or at info@prepmatters.com. We look forward to helping you succeed!

Sincerely,

A handwritten signature in black ink that reads "Ned Johnson".

Ned Johnson,
President, PrepMatters, Inc.



Tutoring and Test Preparation: Policies & Procedures

Each of the Educational Counseling and Test Prep departments has its own fee structures. In all cases, students work one-on-one with a tutor or qualified counselor. Our pricing structure reflects our commitment to hiring and to keeping the best in the business, and the value of the one-on-one approach.

Test Prep and Special Subject Tutoring Fees: One hour of test prep starts at \$185 per hour and can go up to \$375 per hour depending on the tutor, his or her level of expertise, and availability. One hour of academic subject tutoring starts at \$150 per hour. In cases where there are waiting lists for tutors, we apologize, but encourage working with another PrepMatters tutor, as our entire staff provides the highest quality of service possible.

Billing: We ask that all clients pay by credit card and provide their billing information below. We store this information in a secure place and charge your account every week for sessions accrued during that period. At the end of the month, you will receive an email statement.

Homework: At the end of each tutorial session, tutors will assign homework intended to reinforce that session's lessons. It is our policy to write the homework assignment in the front of the student's workbook. We are aware that students have other responsibilities, and we do not assign onerous amounts of homework. However, we ask that the homework assigned be completed prior to the next tutoring session. Doing the homework in the car on the way to the session or in our waiting room are not methods we encourage. Parents can help by reminding students of their homework assignment.

Vocabulary: Learning techniques and strategies can only take a student so far on the verbal sections of the tests. Unfortunately, there is no painless way to learn vocabulary. There is no method of drastically increasing a student's SAT verbal score without a commitment by the student to increasing his or her vocabulary. Every student has a continuing assignment to study and review the vocabulary list. Ten to fifteen minutes of vocabulary review per day will achieve marked results. Parents should encourage students to study their vocabulary on a daily basis.

Attendance & Cancellations: All of our tutors write the time of the student's next appointment with the homework assignment in the front of the student's workbook. If there is confusion about the time (and/or place) of the next appointment, it is the student's responsibility to call and verify the appointment. PrepMatters prides itself on its flexibility in adjusting to its students' hectic schedules. This flexibility is only possible if we have some advance notice of cancellations. Therefore, if a student needs to cancel or reschedule an appointment, he or she should call as soon as this need becomes apparent. Cancellations made with less than 24 hours notice will result in your account being charged for the full amount of the session. In cases of snowstorms and emergencies we waive this policy. If a student cancels three times without notice, we reserve the right to make that appointment slot available to other clients.

Consultations: A one-hour session entails 50 minutes of instruction and 10 minutes for tutors to compile notes from the session and correspond with parents as needed. Extended consultations about a student's progress can take place during the end of a student's session when possible or can be scheduled to occur via phone and be billed in 15-minute increments at half of the tutor's current rate.

Privacy: PrepMatters respects the privacy of its clients. We will not at any time share your address, phone number or email with any third party. Students can rest assured that their test scores will not be shared with other students. Students should be aware that their parents will be kept abreast of their progress by their tutors.



Please provide the following information and sign below.

Student Information

First Name		Last Name	
Birthday (mm/dd/yy)		Email	
School		Grade	Graduation Year
Are you working with an independent college counselor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Counselor Name	

Parent Information

First Name		Last Name	
Address - Number & Street			
City		State	Zipcode
Home Phone	Work Phone	Email	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Credit Card Number		Expiration (mm/yy)	

I have reviewed and agree to the PrepMatters policies and procedures:

PARENT- Signature

STUDENT - Signature

PARENT- Print Name

STUDENT - Print Name



Educational Counseling Frequently Asked Questions

How will PrepMatters Educational Counseling help with college admissions?

The path to successful college admissions begins with good planning. At PrepMatters we take time to understand each student, to design an individualized course schedule that reflects his or her academic strengths and weaknesses, and to create a plan that optimizes the opportunity to achieve strong test scores. We also will identify prospective colleges that fit the student from the standpoints of academics, social style and admissibility. Colleges have their own academic and social styles. Successful counseling requires knowing the students, knowing the colleges, and keeping abreast of admission standards -- no easy feat during this particularly competitive time.

How does PrepMatters educational counseling work with the school counselor?

PrepMatters counseling operates as a supplementary and personalized guidance track, providing the benefits of specialized expertise to this particularly complex area of counseling.

When should a student begin the counseling process?

An initial assessment in the sophomore year is a good time for most to begin because it creates an opportunity to review the overall academic program while there is still time to make changes and recommendations. A good time for a follow-up appointment to discuss possible colleges is after junior year PSAT results are received because it allows time for research and for spring visits. Then at the end of the junior year, the list of colleges can be finalized and a plan made for completing applications and essays.

What counseling services does PrepMatters offer?

PrepMatters offers individualized educational counseling in an appointment-by-appointment service. Billing rates range from \$250 to \$450 per hour, billed in quarter-hour increments.

Services provided include:

- Curriculum planning
- Identifying colleges
- Application and essay review and editing
- Mock interviews
- Choosing the "right" school
- Creating your college plan

If you would like to schedule a meeting with a counselor, please contact us at 301-951-5891.