

## **UK University Search and Placement - STAGE ONE scope of services**

*Prior to any invoiced work being undertaken, a free twenty-minute consultation will be offered, allowing client and consultant to discuss overall aims, to set goals and scope of services within the context of UK university admissions*

### *Part 1 Understanding the student's needs*

Either in person, or through online calls (WhatsApp, WeChat, Skype or Zoom), the consultant will discuss the aims, aspirations and plans for the client's higher education, including:

#### 1 Exploring the student's educational needs – to include receiving school reports

- Future Career aspirations
- Academic profile – schooling experience to date
- Interests – academic and extracurricular
- Skills – academic and extracurricular
- Country / location of future career
- Student health and learning needs

#### 2 Exploring the Course of Study

- Subject area
- Point of entry,
- Length of Course
- Style of the Institution
  - o Size
  - o Location
  - o Culture - Campus vs urban, sporting, societies
  - o Geography/Transportation
  - o Costs
  - o Research vs Vocational
  - o Teaching and Learning style
  - o English Language Requirements
  - o Accommodation Options
  - o Student Satisfaction
  - o Institutional Reputation

Following the initial consultation, an Initial Student Profile Report will be forwarded to the client for feedback. This profile will serve as the basis for part 2 of the process.

## *Part 2 Matching individual needs to institutions*

Using the Initial Student Profile Report research will be carried out to create a University Recommendation Report. This report will identify up to eight universities divided into:

- **Reach Universities Just above the client's current academic profile**
- **Good Universities A good match to the client's current academic profile**
- **Safe Universities Just below the client's current academic profile**

From this list, up to 5 universities can be selected to be included in a UK UCAS application.

The report will summarise information on each university. When available this will include, a brief overview of the university, course entry requirements, the nature and structure of the course, course fees, numbers of students applying, numbers of international pupils, league table positions.

The University Recommendation Report will include a timeline of the UCAS application cycle, identifying key deadlines.

Advice on how to prepare a strong personal statement can be used to draft the client's personal statement. The consultant will review 2 drafts of the client's personal statement by agreed deadlines.

The Report will also include advice for the school on how to write supportive UCAS academic references.

The Client will receive the University Recommendation Report within 10 days following client feedback on the Initial Student Profile Report. If this timescale cannot be met due to other commitments, the client will be forewarned.

Once the University Recommendation Report has been received, a second consultation will be held with the student and / or parents to discuss findings and subsequent actions.

The Fee for Stage One University Search and Placement Services is £1,225 + VAT\*.

Having benefitted from the STAGE ONE service, the client will be offered bespoke STAGE TWO services, including managed support of an individual application, introduction to student finances and budgeting, GAP Year advice, open day and university visit advice, arrangements for any appropriate entrance tests, advice on responding to offers, interview and portfolio submission support, advice about visas, and arranging student accommodation.

The scope of, and fees for, STAGE TWO services will always depend upon individual client needs.

\* If face-to-face consultations are required, appropriate travel expenses will be agreed prior to invoice.

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