

## AGREEMENT FOR SERVICES

### Hawaii Education Advocates

808.280.9884

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www.hawaiiadvocates.com

This agreement is made between \_\_\_\_\_ (parents name) referred to as "the client" or "you," and Brian Hill of Hawaii Education Advocates referred to as "Hawaii Education Advocates" or "the advocate."

#### Services:

Hawaii Education Advocates agrees to provide skilled education advocacy services on behalf of your child, \_\_\_\_\_ (child's name), a \_\_\_\_ (age) year old \_\_\_\_\_ (gender) born on \_\_\_\_\_ (date of birth).

These services may include assisting you with understanding your child's records; helping you to prepare a written agenda; accompanying you to school meetings or mediation; drafting letters or complaints based on your input; helping you to identify additional resources, such as evaluators, consultants, or therapists; and providing other advocacy services.

Services Not Covered By This Agreement: Although Hawaii Education Advocates offers skilled advocacy services, Brian Hill and Hawaii Education Advocates are not experts in the fields of psychology, law, education or medicine. **Hawaii Education Advocates cannot, in any circumstances, act as your attorney.** Upon request, Hawaii Education Advocates will provide you with names and phone numbers of special education attorneys.

#### Client's Responsibility:

You agree to the following:

- a. Communicate fully with Hawaii Education Advocates by providing all information that would aid us in assisting you including evaluations, doctors reports, IEP's, 504 plans, report cards, progress reports, education related data and any other education related documents requested.
- b. Make payments to Hawaii Education Advocates as provided in this Agreement
- c. Communicate clearly in a polite and factual manner with all parties, including school staff, in order to pursue an appropriate education for your child.
- d. Provide written permission for Hawaii Education Advocates to observe the student at school.

Confidentiality: Hawaii Education Advocates agrees to keep all client information and records confidential. Both parties acknowledge that advocate-client privilege may not exist, and that The Advocate must comply with any court or hearing officer or administrative law judge orders, and may be required to comply with lawfully-issued subpoenas.

#### Calculation of Fee:

At the initial consultation, client will provide Hawaii Education Advocates with a prepayment of \$375.00 USD for five hours of advocacy services--billed at the rate of \$75 per hour. If, at the conclusion of services, the client has required fewer than five hours of service, Hawaii Education Advocates will refund the remaining balance. If the client requires more than five hours of service, the pre-paid package must be renewed prior to additional services being rendered. *Estimates are available upon request.*

**Exception:** For parents seeking only a one-time 50-minute office consultation, a \$75 fee is due prior to the time of service.

During the initial consultation, the advocate will review records and will ask questions to understand your child's needs, to learn about your concerns, and to help you identify the next steps in the process. Once a contract is signed, Hawaii Education Advocates will send you a monthly statement billing you for any and all time spent on your child's case, including time spent reviewing records, phone consultations with you, attendance at meetings, e-mail communication, and any and all other services requested or initiated by you.

When Payments are Due:

During the initial consultation, the client will provide payment for either (A) the one-time 50-minute consultation (no additional services will be needed) or (B) the prepaid 5-hour package. Clients will receive monthly statements and agree to renew the 5-hour prepaid package as needed--prior to additional services being rendered. Balances are due upon receipt of the statement.

No Guaranteed Results: Hawaii Education Advocates will act on your behalf in a courteous, conscientious, and careful manner at all times to seek solutions that are appropriate for your child.

**Hawaii Education Advocates cannot promise or guarantee any specific outcome or result.**

Termination of Agreement: Either party may terminate this Agreement at any time for any reason, provided you have paid for all services delivered by Hawaii Education Advocates.

Signature: By signing this Agreement, you acknowledge that you have read and understand this Agreement and that you agree to all its provisions.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Hawaii Education Advocates

Date: \_\_\_\_\_