

Terms of Service - GradLeo LLC

Last Updated: February 12, 2026

Effective Date: February 12, 2026

1. Acceptance of Terms

By accessing the websites, mobile applications, or purchasing services from **GradLeo LLC** (“GradLeo,” “we,” “us,” or “our”), you agree to be legally bound by these Terms of Service (“Terms”). If you do not agree to these Terms, you must not use our services or digital platforms. GradLeo reserves the right to modify these Terms at any time; continued use constitutes acceptance of revised terms.

2. Description of Services

GradLeo LLC provides premium educational support services, including:

- College admissions consulting and roadmap planning.
- Visa along with administrative process support.
- In-house certified translation services for academic and legal documents.
- Professional notary services (subject to state-specific legal requirements).

3. NO GUARANTEE OF RESULTS

IMPORTANT: GradLeo LLC is an advisory, planning, and support service only.

- **No Admissions Guarantee:** We do not guarantee admission to any college, university, or specific educational program.
- **No Scholarship/Financial Aid Guarantee:** We do not guarantee the receipt of any scholarships, fellowships, or financial aid awards. Any decision by an institution has no correlation with GradLeo LLC.
- **No Test Score Guarantee:** We do not guarantee specific score improvements on the SAT, ACT, AP, or other examinations.
- **No Visa Guarantee:** We do not guarantee success with the F-1 visa process, SSN, or any other bureaucratic interaction with the government, any decisions are wholly unconnected to GradLeo LLC.
- **Informational Purposes:** All content provided is for general informational purposes. Admission decisions are at the sole discretion of the respective institutions.

4. User Responsibilities & Conduct

- **Originality of Work:** The client must complete their own applications and write their own essays. GradLeo will provide advisory, editing and administrative support, but we are under no obligation to write essays or complete any direct work for the student.

- **Deadline Responsibility:** While GradLeo aids in tracking, the client is ultimately responsible for meeting all application and scholarship deadlines.
- **Communication:** Clients are expected to maintain active communication and complete assignments in a timely manner.

5. Specialized Service Terms

5.1 In-House Translation

GradLeo provides certified translations performed by internal staff. While we strive for 100% accuracy, the client is responsible for reviewing translated documents for name spelling and date accuracy before official submission to third parties.

5.2 Notary Services

Notary services are performed in accordance with the laws of the state of commission (e.g., NJ/NY). We reserve the right to refuse notary services if the signer cannot be properly identified, appears under duress, or if the document is incomplete.

6. Financial Terms & Cancellations

- **Payment:** All services must be paid in accordance with the package policies.
- **Deposit:** All deposits must be paid no later than 20 days from initiation of contact.
- **Scheduling:** Sessions are conducted via Google Meet.
- **Client Cancellation:** Minimum **twenty-four (24) hour notice** is required.
 - *First late cancellation:* Fee exemption.
 - *Subsequent Late cancellation:* \$2 fee per infraction.
 - *No-show:* Charge of \$10 per hour.
- **Tardiness:** If a client is more than 15 minutes late, GradLeo reserves the right to cancel the session.

7. Refund Policy

- **Hourly Services:** Refunded based on unused hours calculated proportionally.
- **Flat-Fee Packages:** Refund amount is the total price less utilized time and the processing fee.

8. Intellectual Property & Non-Solicitation

- **Ownership:** All GradLeo materials, logos, roadmaps, and software are the intellectual property of GradLeo LLC.
- **Non-Solicitation:** Clients agree not to privately contract or solicit any GradLeo tutor, analyst, or consultant outside of the company. Any attempt to do so is considered intentional interference with business expectancy.

9. Limitation of Liability

To the fullest extent permitted by law, GradLeo LLC and its affiliates shall not be liable for any indirect, incidental, or consequential damages, including loss of opportunity or missed deadlines. In no event shall our total liability exceed the amount paid by the client in the twelve (12) months preceding the event.

10. Governing Law & Jurisdiction

These Terms are governed by the laws of the State of New Jersey. Any disputes shall be resolved through binding arbitration in accordance with the rules of the American Arbitration Association.

11. Contact Information

For questions or legal notices:

Email: gradleoschedule@gmail.com

Phone: +1 (332) 217 9061