**CHI FEE POLICIES – HAGUE STANDARDS 96.40(d,e,f,g,h)**

**REFUNDS:**

**APPLICATION FEES:** In the event a PAP withdraws from a CHI program or said placement is not made for any reason, the application fee is NON-REFUNDABLE.

**AGENCY FEES:** In the event a PAP withdraws from a CHI program or said placement is not made for any reason, a portion of the agency fees paid at application approval **may** be refunded if the following conditions are met:

- IF PAP’s written request to withdraw is received within 5 days of CHI’s receipt of application approval fees; up to $2,000 is refundable. Refund consideration will be given within 30 days by the Executive Director after reviewing the request. All other agency fees paid are NON-REFUNDABLE.

**PROGRAM FEES:** In the event a PAP withdraws from a CHI program in writing after accepting a referral for any reason, or said placement is not made for any reason, or in the event a country suspends or stops foreign adoptions; program fees received by CHI and NOT due in country according to this financial agreement will be refunded once the written request is received. Funds due in country to cover fees and services already provided will be deducted prior to any refund.

**DISRUPTIONS AND DISSOLUTIONS:** In the event a PAP rejects or surrenders a child after physically receiving said child **no monies paid to or through the agency are refundable.**

**FEES REFUNDABLE PURSUANT TO THIS REFUND POLICY for withdrawal and/or termination** will be refunded to the PAP upon receiving a written termination/withdrawal request and child release if applicable; and thereafter CHI will have no further financial or other obligations to the PAP whatsoever. Refund consideration will be given within 30 days of written requests.

**FEES REFUNDABLE:** CHI returns any funds to which the PAP may be entitled within sixty (60) days of the completion of the delivery of services or termination of contract. Hague Standard 96.40(h)

**REFUNDABLE PAR DEPOSIT:** The PAR deposits will be held in escrow by CHI and upon the submission of the Social Worker required report, the deposit for that report will be refunded. Once ALL PP/PA report requirements are completed and final adoption documents are received by the home office, the final PP/PAR deposit will be refunded. (See Schedule A attached for Post-Placement/Post-Adoption Requirements by country) See the Agency Retainer Agreement section: “Post Placement and Post Adoption Report Documentation/Actions” for more detailed information. According to the contract, failure to submit timely reports may result in PAR deposit forfeiture.

**TRAVEL:** The PAP will be solely responsible for paying all costs of any and all travel and travel activities of the PAP and the child including but not limited to: airfare, airport taxes, exit fees, accommodations, meals, taxis, entertainment, guides, sightseeing, and travel insurance. The PAP shall be solely responsible for obtaining and paying for their own passport and/or travel visa. THE AGENCY IS IN NO WAY RESPONSIBLE TO REIMBURSE OR REFUND THE PAP FOR THESE EXPENSES.

*By initialing below, I acknowledge that I have read and agree to the policies explained on this page.*

Initials __________. __________
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<tr>
<th>PROGRAM TRANSFER:</th>
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<td><strong>In the event</strong> a PAP transfers to another CHI program through written request and a new application, retainer agreement and financial agreement have been received; agency fees paid will transfer toward agency fees in the new program. If there is a difference in fees, NO refund will be given but any increase in agency fees would be due. <strong>In the event</strong> a PAP transfers to another CHI program, foreign program fees previously paid will not transfer unless there are funds available after covering fees and services already provided at the time of program change. The funds not committed to the previous program will be transferred to the new program.</td>
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<th>ON HOLD:</th>
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<td><strong>In the event</strong> a PAP wishes to place their adoption process on hold for up to 2 years, a signed “Hold” form will be required and the adoption process stopped. <strong>A written request, updated forms &amp; up to date fees must be received in order to remove the hold status.</strong> <strong>In the event</strong> an adoption is placed on hold by CHI as a result of inactivity or lack of communication for 6 months, or failure to pay agency fees due within 30 days of invoice, a $100 reinstatement fee will be required to reopen the adoption file, as well as payment of all past due fees. If reinstatement is not done within 30 days of being placed on hold, a reinstatement fee of $100 and a new financial agreement will be required to re-open the file. If after 6 months a case has not been reinstated, the PAP will be notified that their case will be closed. <strong>NOTE:</strong> All increases in fees to CHI or third parties will be incurred by the family.</td>
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<th>FEE WAIVER OR REDUCTIONS:</th>
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<td>Reduction of in country fees may be given by country of origin to special needs children and will be passed on to the PAP if applicable. CHI does not waive or reduce fees, but a limited number of CHI grants are awarded each year with board approval to special needs children based on the needs of the child, not the family. There is no application process for this grant; it is awarded to the child by CHI for special needs children when possible.</td>
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Initials ____________________________
FEE DUE DATES:

- Agency fees are due within 30 days of invoicing or notification in writing (email) of acceptance and approval;
- Agency Fees NOT received within 30 DAYS of invoice will result in a HOLD being placed on your adoption. A Reinstatement Fee of $100 and PAST DUE FEES will be required to reopen your adoption file (See “ON HOLD” section on the previous page for detailed information).
- Agency Fees NOT received within 60 DAYS of invoice will result in a hold being placed on your adoption. A Reinstatement Fee of $100 and PAST DUE FEES will be required to reopen your adoption file AND A NEW FINANCIAL AGREEMENT will be required. Changes in fees and or Structure of the Financial Agreement will apply (See “ON HOLD” section on the previous page for detailed information).
- Dossier fees (when applicable according to your program financial) are due with submission of any dossier paperwork on your behalf to the Program Country. No paperwork will be sent, faxed or emailed to the Program Country without funds being received. Use of PayPal or Credit cards will add 3% to the fee listed on your financial agreement.
- Program fees to be paid to your program country are due before your case can proceed. These fees must be received before your acceptance paperwork can be sent to the program country. Use of PayPal or Credit cards will add 3% to the fee listed on your financial agreement. Failure to pay fees due at referral acceptance may result in a loss of your referral.

All fees may be paid by check, credit card, PayPal, EFT, ACH, bank wire, money order or cashier's check. Processing fees may apply if using a credit card or PayPal (see notes above).

CHI is NOT responsible for travel expenses or penalties due to plan schedule changes. CHI is NOT responsible for any inconvenience/penalties caused to family members/friends traveling with the adoptive family. We understand that country and out-of-pocket costs may fluctuate without notice.

CHI’s Home Study approval does not guarantee that the country will approve the home study or the family to adopt.

We hereby acknowledge that the costs of adoption (all previous pages) have been explained to us. If the completed dossier is not received by CHI within 6 (SIX) months from the date of application acceptance, program fees stated are subject to change. We understand that the other adoption costs may fluctuate without notice. We agree to pay the fees as requested at the time requested. We currently have the funds available to us for this adoption.

By initialing below, I acknowledge that I have read and agree to the policies explained on this page.

Initials __________. __________
This agency does not customarily charge additional fees and expenses beyond those disclosed in this contract and have a written policy to this effect. In the event that unforeseen additional fees and expenses are incurred in country on your specific case, we will charge additional fees and expenses only under the following conditions Hague Standard 96.40(a, g):

1. We will disclose the fees and expenses in writing to the adoptive parent(s);
2. We will obtain specific consent of the adoptive parent(s) prior to expending any funds in excess of $1000 for which this agency will hold the prospective adoptive parent(s) responsible or gives the prospective adoptive parent(s) the opportunity to waive the notice and consent requirement in advance, which is written into the policies and procedures of the agency.
3. We will provide written receipts to the prospective adoptive parent(s) for fees and expenses paid directly by the agency or person in the Convention country and retain copies of such receipts.

All fees are subject to change without notice due to the nature of international adoption.

CHI does NOT use any portion of fees paid to provide special services, such as cultural programs for adoptees, scholarships, or other services. In the event that this policy changes; a general description of the programs supported will be given to the prospective adoptive parents in advance of providing adoption services. Hague Standard 96.40(e)

In order to minimize the direct cash transactions by the prospective adoptive parents in the Convention country and provide receipts for the financial transactions, CHI has mechanisms in place for transferring funds when permitted by the financial institutions of that country. Hague Standard 96.40(f)

- If this document is altered in any way, it will be considered invalid.
- We hereby acknowledge that we have read and agree to this entire FINANCIAL AGREEMENT AND DISCLOSURE contract, and have made a copy for our records.

Date Signed ____________________________

Prospective Adoptive Parent

Prospective Adoptive Parent

Printed Full Name ____________________________

Printed Full Name ____________________________

Children’s House International Representative