

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's written request to withdraw and notice for refund is received within 5 (five) days of CHI's receipt of the application approval fees; up to \$2,000 of all agency fees paid is refundable based on the review of the case by the Executive Director and minus services provided. Refund consideration answer will be given within 60 days of notice.

PROGRAM FEES:

In the event that 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; the program fees received by CHI for services not yet provided in country according to the financial agreement will be refunded. The refund will be made within 60 days of receipt of the written notice of withdraw by email from the PAP.

REFUNDABLE POST ADOPTION REPORT DEPOSIT:

The PAR deposits will be held in escrow by CHI and upon the submission of the Social Worker's required report, the deposit for that report will be refunded. Once ALL PP/PAR report requirements are completed and final adoption documents are received by the home office, the final PP/PAR deposit will be refunded based on the number of reports required in the country. Any PAR deposits or payments made in advance directly to CHI shall be refunded to PAP if PAP withdraws or child is not brought home with PAP, within 60 days of written notice of such decision by PAP.

ADOPTION HOLD:

In the event that for reason of illness, loss of job or emergency the adoption needs to be placed on hold, agency fees and application fees may only be applied to a future adoption (within 2 years of written request for hold), but are never refundable. The PAP understands that fees may increase during the "hold" period and the PAP will be responsible for those increases, if any.

PROGRAM TRANSFER:

In the event a PAP transfers to another CHI program, the paid application fee, agency fees, according to the refund policy above, will transfer toward the new program financial agreement. All new waivers and program financials and waiver forms are required in order to make a program transfer.

DISRUPTION OR DISSOLUTION:

In the event a PAP rejects or surrender any child after physically receiving said child for any reason, ***no monies paid to or through the agency are refundable, other than pre-paid PAR or PAR deposits directly made to CHI.***

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.**

FINISH OF CASE:

Any monies remaining and not used according to the Financial Agreement will be refunded to the family within 60 days of the completion of adoption services.

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

Initials _____, _____

✉ Washington Office: P.O. Box 447, Lynden, WA 98264

Email: info@chiadopt.org Telephone: 360-383-0623

Licensed in: Florida, Idaho, Louisiana, Texas, Utah and Washington

PROGRAM TRANSFER:

In the event 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.

In the event 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.

ON HOLD:

In the event 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. **A written request, updated forms & up to date fees must be received in order to remove the hold status.**

In the event 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**, payment of all past due fees as well as any increases in fees must be paid to reopen the adoption file. If reinstatement is not done within **30 days of being placed on hold**, 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.

NOTE: All increases in fees to CHI or third parties will be incurred by the family.

FEE WAIVER OR REDUCTIONS:

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.

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

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. 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. 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.
- 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. 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.

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 the agency retainer agreement, and has a written policy in effect. In the event that unforeseen additional government fees and expenses out of the control of CHI are incurred in country, the agency will charge additional fees and expenses only under the following conditions for a specific case:

1. The agency will disclose the fees and expenses in writing to the PAP;
2. The agency will obtain specific consent of the PAP prior to expending any funds in excess of \$1000 for an individual case (as opposed to a general program increase) for which the agency will hold the PAP responsible or gives them the opportunity to waive the notice and consent requirement in advance, which is written into the policies and procedures of the agency. (Applies only to fees not disclosed at the time of signing the financial)
3. The agency will provide written receipts to the PAP for fees and expenses paid directly by the agency or person in the Convention country (as customarily available) 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