

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 (when NOT using CHI Social Worker Services):

The Post Adoption Report 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 Post Placement/Post Adoption Report (PPR/PAR) requirements are completed (based on the number of reports required by country program) and final adoption documents are received by the CHI Main office, the final PPR/PAR deposit will be refunded. PAR deposits or prepaid PARs made in advance directly to CHI shall be refunded to PAP if PAP withdraws prior to travel or child is not brought home with PAP within 60 days of written notice of such decision by PAP.

REFUNDABLE POST ADOPTION REPORT DEPOSIT (when using CHI Social Worker Services):

The Post Adoption Report Deposits will be held in escrow by CHI and applied to the contracted fee for each report prior to service. Any difference between the fee and the \$500 per report deposit will be invoiced or held on account. Once ALL Post Placement/Post Adoption Report (PPR/PAR) requirements are completed (based on the number of reports required by country program) are completed and final adoption documents are received by the CHI main office, the remaining balance of the PPR/PAR deposit will be refunded. Any PPR/PAR deposits or prepaid PPR/PAR made in advance directly to CHI shall be refunded to PAP if PAP withdraws prior to travel 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 in current program (within 1 year 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.

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, with the exception of pre-paid PPR/PAR fees or PPR/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 _____, _____

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CHI Fee P&P 010916JP
Revised 06152026jp PLACEMENT



HOME STUDY POLICY

A draft of the completed home study must be received by CHI for review within 6 months of the PAPs application acceptance date. If after 6 months a draft is not received, CHI will bill the PAPs \$250 per month late fee (quarterly invoice) until a draft is received by CHI for review. The home study will not be reviewed until the full late fee is paid. If after 6 months the draft and all fees have not been paid the case will be closed. This policy excludes subsequent home study updates completed for the same adoption.

There may be circumstances or crises that arise that are outside of the PAP or CHI's control that would cause a delay to submission of the home study. Should this occur, PAP may write an appeal giving the reasons for the delay and it will be reviewed by the Executive Director, International Specialist, and Case Manager. They will review the appeal within 2 weeks and decide if the time allowed and/or fee should be extended or waived. Extension or waivers will not be granted for clients who are delayed due to family trip/vacations or school/education commitments.

1800A/IMMIGRATION PAPERWORK POLICY

Once a PAPs Home Study or Home Study Update is approved, a copy of the home study must be submitted to U.S. Citizenship and Immigration Services with their I-800A (immigration) paperwork within 6 months. If the paperwork is not filed with USCIS within 6 months of home study approval, PAP case will be closed.

PROGRAM TRANSFER

In the event a PAP wishes to transfer to another CHI program through written request, the PAP(s) must complete a full application and contracts for the new program and pay any difference in agency fees due at transfer and pay the applicable CHI transfer fee. The application fee, agency fee paid at application acceptance, and agency fee due at review of home study (if paid) will be applied toward the application and agency fees due under the new program. NO other agency fees paid will transfer.

CHI Transfer Fees: PAPs who have a completed CHI approved home study who would like to transfer country programs within CHI will be required to pay a transfer fee of \$4,000.00, due with their transfer application. PAPs who do not yet have a completed CHI approved home study (have only paid the application fees and fees due at agency acceptance with no home study completed) will be required to pay a transfer fee of \$2,000.00, due with their transfer application. Program transfers that are outside of the PAPs control (i.e. due to war or country closure) may not be subject to the transfer fee.

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.

INACTIVITY IN CHI PLACEMENT CASES

If client has been non-responsive to CHI communication for 3 months or failed to pay agency fees** due within 15 days of invoice, the case will be put on inactive hold status for up to 3 months. To come off inactive hold status, clients will have to submit a written request to come off hold, complete updated contracts, and submit payment of reinstatement fee of \$1,000 and all past due fees, including any increases in fees, within 30 days of notifying CHI of the request to come off inactive hold status. If after 3 months a case has not been reinstated, the PAP will be notified that their case will be closed.

NOTE: Annual monitoring and oversight fees and all increases in fees to CHI or third parties will be incurred by the family.

**Clients who have not paid the fees due at application acceptance within 15 days of invoice will not be put on inactive hold status and instead their CHI case will be closed with no refunds given.

CHI PLACEMENT CASES ON HOLD

In the event a PAP wishes to place their adoption process on hold they may do so only if they have paid application acceptance fees. PAP may go on hold for up to 1 year. PAP may go on hold twice within their adoption process. A signed "Hold" form will be required, and the adoption process stopped. To remove the hold status CHI requires **a written request, updated contracts, and payment of reinstatement fee of \$1,000 and any increases in fees with new contracts must be paid to reopen the adoption file. Families will have 30 days from the time of notifying CHI to complete all required updated contracts and pay the reinstatement fees. If PAP does not make their case active by removing the hold status by the end of the 1-year hold, their case will be closed.**

NOTE: Annual monitoring and oversight fees and all increases in fees to CHI or third parties will be incurred by the family.

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CHI Fee P&P 010916JP
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INACTIVITY IN CHI HOME STUDY CASES

CHI does not allow home study clients to be put on hold. In the event a PAP is not prepared to follow through with the home study, they must immediately inform their Social Worker. Home study fees are generally non-refundable once services have begun, however at the discretion of CHI, any portion of the fees that have not been used or promised to that point in the process **may** be returned to the family and the file will be closed. When the family is ready to proceed with home study services, they must sign all new contracts and pay full fees as a new client.

If the Social Worker determines that your case is inactive after 6 months (i.e. failure to submit all paperwork to complete a draft of your home study, failure to communicate/respond to social worker) then your case will be closed. No fees are refundable. This applies to all families receiving home study services.

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.

ANNUAL UPDATED FEE POLICIES

All active clients must sign an updated copy of this Fee Policies agreement annually on January 1st. All updated policies will apply.

FEE DUE DATES

AGENCY FEES:

Agency fees are due within 15 days of invoicing or notification in writing (email) of acceptance and approval; (See "Inactivity in CHI Placement Cases" section on the previous page for detailed information).

DOSSIER/FOREIGN COUNTRY REGISTRATION FEES:

Dossier fees (when applicable according to your program financial) are due within 30 days of invoicing or notification in writing (email) that any part of the dossier is to be sent to the foreign country. No paperwork will be sent, faxed or emailed to the foreign country without funds being received.

PROGRAM FEES:

Program fees to be paid to your program country are due upon invoice 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.

ANNUAL M&O (MONITORING AND OVERSIGHT) AGENCY FEES:

Will be billed on January 1st of year immediately following application acceptance date and annually thereafter until traveling to pick up child(ren). This fee is found on the Financial Agreement and is due within 15 days once invoiced. This fee is NOT subject to change unless an updated financial agreement is required, for reasons including but not limited to signing an updated financial agreement to come off hold or to complete a program transfer within CHI. Applications accepted between September 1st and December 31st will be billed Jan. 1 of the following year. *Example: Application acceptance date of September 1, 2025, will be billed annually beginning January 1, 2027. Application accepted on May 1, 2025, will be billed annually starting January 1, 2026.*

All fees may be paid by check, credit card, PayPal, EFT, ACH, bank wire, money order or cashier's check. Any fees paid by credit card or PayPal are subject to bank transaction fees.

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. I/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.

I/We hereby acknowledge that the costs of adoption (all previous pages) have been explained to me/us. I/We understand that the other adoption costs may fluctuate without notice. I/We agree to pay the fees as requested at the time requested. I/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.

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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.**
- **I/We hereby acknowledge that I/we have read and agree to this entire FINANCIAL AGREEMENT AND DISCLOSURE contract.**

Date Signed _____

Prospective Adoptive Parent

Printed Full Name

Prospective Adoptive Parent

Printed Full Name

Children's House International Representative

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