

SPENCE-CHAPIN
INTERNATIONAL ADOPTION PROGRAM
Understanding Fees and Expenses
(Addendum A)

OVERVIEW

Spence-Chapin Services to Families and Children (“Spence-Chapin”) is a not-for-profit agency that relies on a combination of fees, grants and fundraising to support its work in intercountry adoption.

The purpose of this document is to explain fees related to the services provided to clients during the adoption process. For a country specific breakdown of fees, please see attached *Addendum C*. All clients will be required to sign an Acknowledgement of Understanding Fees, see *Addendum D*.

Colombia:

Please note that in accordance with the rules and regulations of Colombia’s Central Authority, Instituto Colombiano de Bienestar Familiar (“ICBF”), fees for Colombian Heritage clients differ from the fees described below. Please see attached *Addendum B*.

TYPES OF FEES AND EXPENSES

1. Spence-Chapin’s Professional Services Fees, see *Addendum E* for payment schedule.
2. Foreign Country’s Program Fees, see *Addendum C* for country-specific breakdown.
3. Expenses paid directly to third parties¹ throughout the adoption process.
4. Special fees.

1. SPENCE-CHAPIN PROFESSIONAL SERVICES FEES

\$100 Application Fee

This is a non-refundable fee paid at the time of application submission. This fee applies to all clients and it covers the cost of reviewing the application for completeness and any follow up that is required to move a client into the registration review phase of the process. This fee is **non-refundable**² regardless of whether the client(s) moves forward to the next phase of the process.

First Installment (\$2,500) – Local and Networking Families

This **non-refundable** fee is applicable to all approved clients and is due at the time of submitting a signed Adoption Agreement. Signing of the Adoption Agreement by Spence-Chapin and the client(s) constitutes acceptance into the program. The fee covers the cost of registration review by a multidisciplinary taskforce; any communication(s) needed with foreign partners such as pre-screening for eligibility etc.; program information webinar/orientation and any follow up questions, consultations, and discussions relating to the Adoption Agreement, case reporting for monitoring and compliance purposes, and a non-refundable \$500 fee to Spence-Chapin’s accrediting entity, IAAME.³

¹ Many of these third-party fees are fees set by government entities for administrative purposes.

² Unless specifically labeled as non-refundable, all fees for services not rendered are refundable in accordance with the pro-rated refund schedule on page 9 of this document.

³ See IAAME fee explanation below. Spence-Chapin is required to pay IAAME a \$500 fee for Monitoring and Oversight of each case.

Second Installment (\$4,500 - \$5,000)

Local Families (\$4,500)

Families that are local to Spence-Chapin⁴ pay a second installment fee of \$4,500 due at the time of in-person training. This fee installment covers the cost of individual case service planning; document gathering for home study, including guidance, processing, and review of all required paperwork for local, federal, and foreign governments; and a two-day in-person training and parent preparation. Please note this installment fee covers the cost of preparing and providing the two-day in-person trainings, but excludes any expenses associated with attending the in-person trainings, such as travel to and from the trainings.

Networking Families (\$5,000)

Networking Families⁵ pay a second installment fee of \$5,000 due at the time of in-person training. This fee installment covers the cost of review and approval of designated networking agency; contract review and negotiations of interagency agreement with networking agency; case service planning which includes review and execution of a written Service Plan; communication, conferencing, and ongoing case collaboration with Networking Agency including providing the country-specific home study guidelines to the Networking Agency and reviewing those requirements with the Networking Agency; and two-day in person training and parent preparation.⁶

Third Installment for Local Families (\$2,500)

This installment fee is applicable to local families This fee is covers the cost of home study visits, counseling, and completion of the home study report. It is due at the time of the first home study visit. Networking families will pay their local agency directly for home study services. For both local and networking families, all training, including in-person training, must be completed before the home study can be finalized.

Third Installment for Networking Families (\$3,000)

This installment fee is applicable to networking families and is due at the time of dossier submission. This fee covers the cost of review of networking agency home study (and review of any home study update or addendum completed by the networking agency) by home study taskforce team; guidance through the I-800A immigration process including review of immigration paperwork, submission to USCIS, and if necessary, assistance with any *Requests for Evidence* issued by USCIS and/or any other issues with the immigration office as well as dossier document gathering, review, guidance, and submission to the country of origin.

Fourth Installment for Local Families (\$3,000)

This fee installment covers the cost of guidance through the I-800A immigration process including review of immigration paperwork, submission to USCIS, and if necessary, assistance with any *Requests for Evidence* issued by USCIS and/or any other issues with the immigration office as well as dossier document gathering, review, guidance, and submission to the child's country of origin. This \$3,000 is due at the time of dossier submission. This installment also

⁴ Families that reside in NJ or NY, within 100 miles of NYC.

⁵ Families residing outside of New York or New Jersey and beyond 100 miles from NYC.

⁶ Please note, this installment fee covers the cost of preparing and providing training, but any additional, third-party costs associated with attending the in-person training, such as travel to and from the trainings, is the responsibility of the client.

covers the cost of any home study update or addendum for the local family in connection to pursuit of the same adoption in the same country.

Fourth Installment for Networking Families (\$5,500)

This fee is applicable to networking clients and it is due at the time of referral acceptance. This fee installment covers the cost of child referral review by an interdisciplinary taskforce; information gathering from foreign supervised provider as needed (including any follow-ups); child-specific training guidance and coaching/counseling as needed; guidance through I-800 immigration process, including review of immigration paperwork and submission to USCIS; travel arrangements and preparation; in-country support and coaching as needed. This installment also covers fees associated with post-adoption monitoring and reporting, as required by the country of origin; for networking families, Spence-Chapin will provide internal review of any post-adoption report, conduct phone check-ins to provide any needed follow up services identified in the post-adoption report, and submit post-adoption reports to the country of origin. Networking families will be responsible for direct costs of post-adoption visits and reports, payable to their designated local agency.

Fifth Installment for Local Families (\$6,000)

This fee is applicable to local clients and it is due at the time of referral acceptance. This fee installment covers the cost of child referral review by an interdisciplinary taskforce; information gathering from foreign supervised provider as needed (including any follow-ups); child-specific training guidance and coaching/counseling as needed; guidance through I-800 immigration process, including review of immigration paperwork and submission to USCIS; travel arrangements and preparation; in-country support and coaching as needed. This installment also covers fees associated with post-adoption monitoring and reporting, as required by the child's country of origin. For local families, Spence-Chapin will conduct all post-adoption monitoring and reporting and submission of post-adoption reports to the child's country of origin.

IAAME MONITORING AND OVERSIGHT FEE EXPLANATION

On February 1, 2018, the US Department of State and the Accrediting Entity, Intercountry Adoption Accreditation and Maintenance Entity ("IAAME"), implemented a new fee structure applicable to all Adoption Service Providers (US Adoption Agencies). This \$500.00 "Monitoring and Oversight" fee will apply to all international adoption cases. IAAME will collect the \$500.00 fee from Spence-Chapin for each application accepted and approved by Spence-Chapin and will require regular and ongoing reporting on all cases. As such, clients will be required to pay the \$500.00 as described above in addition to all other program fees. The Monitoring and Oversight fee is a one-time, mandatory fee for all approved clients and it is non-refundable. This fee applies to all clients applying to our Bulgaria, Colombia, Colombia Heritage, or South Africa program, whether local or networking.

IAAME is also requiring an additional \$500.00 payment per child if and when a client family accepts a referral of more than one child. In its efforts to remain child-focused and reduce barriers to international adoption, Spence-Chapin is committed to absorbing the cost of any additional "per child" cost after the initial monitoring fee has been paid.

For more information on Monitoring and Oversight fees, please visit the Department of State website [here](#).

2. FOREIGN COUNTRY PROGRAM FEE(S)

The country program fee covers expenses such as the cost of official investigation and documentation of a child's background study and availability for intercountry adoption; the expenses of foreign providers who handle adoptions and who function as the local representative(s) for adopting families; translation services; legal services; documentation; and expenses related to the care of the child prior to the adoption.

Country program fees do not cover special services, such as cultural program(s) for adoptees, scholarships, or special programs in orphanages. Spence-Chapin fundraises separately for such programs where they exist. International country program fees generally range from approximately \$4,000 - \$10,000 or more, depending upon the country. Country program fees are subject to change and are not under the control of Spence-Chapin. However, please note that Spence-Chapin assesses these fees to verify that they are in line with what is typical and acceptable in each country. Spence-Chapin does not partner with foreign providers when there is evidence of inappropriate or unpredictable fees. Country fees are listed below.

22 CFR 96.46(b)(7) requires that Spence-Chapin choose to either have families pay foreign providers directly or have funds paid through Spence-Chapin. Spence-Chapin has chosen to have all foreign country program fees paid to foreign providers through Spence-Chapin. Therefore, if a foreign provider ever requests direct payments at any point in the adoption process, Spence-Chapin must be notified immediately. Direct payment to foreign providers is prohibited.

Bulgaria Program Fee: 5,580 Euros

Colombia Program Fee: 6,660 – 9,320 USD ⁷

South Africa Program Fee: 4,000 USD

3. THIRD PARTY DIRECT EXPENSES

A. Travel Expenses

International Travel – Clients are responsible for all of their travel expenses. Travel expenses include ground and air travel, lodging, and food for one or two trips to the child's country of origin, depending on the country requirements. Spence-Chapin's foreign providers will typically make arrangements with travel vendors (such as hotels, transportation, etc.) on client's behalf and clients will pay those vendors directly prior to or during travel. Spence-Chapin provides a breakdown of estimated travel expenses; however, Spence-Chapin cannot predict or guarantee actual cost of travel. Factors such as departing city, number of travelers, seasonal cost fluctuation, delays in travel, and/or complications in the adoption process may increase travel costs. International travel costs are estimated to be approximately \$8,000 to \$12,000 (note: for families adopting in the Bulgaria program where two trips to Bulgaria are required, please anticipate travel expenses on the higher end of this approximate range) for two travelers but are subject to change and are never under the control of Spence-Chapin.

⁷ Depending on which Adoption House clients chose to work with, Colombia Program Fee will vary.

Domestic Travel – Clients may be required to incur direct travel expenses related to attending in-person trainings at Spence-Chapin’s office, including costs of ground/air travel, lodging, and food. Estimated costs of domestic travel could range anywhere from \$0 - \$1,000 for two travelers. Spence-Chapin cannot predict or control the actual cost of travel. Clients will be responsible for making their own domestic travel arrangements if necessary. Factors such as departing city, date of purchase, number of travelers, seasonal cost fluctuation, delays in travel, etc. may increase travel costs. These costs are subject to change and are never under the control of Spence-Chapin.

B. Training Expenses

In addition to the required in-person training, clients will also be required to complete a minimum of 15 hours of online training through Adoption Learning Partners, the cost of which is approximately \$210 and is paid directly to Adoption Learning Partners at the time of course registration. At the discretion of Spence-Chapin, additional training, including child-specific training, may be required at any point throughout the adoption process to help prepare clients for an adoptive placement. Outside training resources may have their own fees that are outside of the control of Spence-Chapin.

C. Documentation and Translation Expenses

Clients are responsible for all fees related to document preparation and submission as well as any translation fees associated with such documents. Costs for document preparation prior to dossier submission average approximately \$1,500. This amount is subject to change if additional documents are requested by the child’s country of origin. This fee estimate includes collection of certified documents such as birth certificates, marriage certificates for the home study and dossier; copy costs; mailing costs; notary fees; and authentication (via apostilling) fees for all documents that are part of the dossier. Fees for documentation are paid directly to the entities issuing and/or authenticating the documents.

If English is not the primary language of the chosen program country, translation of dossier documents will be required. Translations can range from \$500 to \$1,500 and are paid at the time of dossier submission so that the foreign provider can arrange for translations.

D. Immigration Expenses

The adoption process requires immigration approval. Clients should expect to pay the United States Citizen and Immigration Services (USCIS) directly for expenses related to immigration approval. Immigration related expenses are as follows:

I-800A Application⁸ – \$775

Fingerprinting – \$85 for each applicant and each adult household member

E. Medical Expenses

For prospective adoptive child - Adoptive families are required to have a (local) physician with expertise in evaluating foreign medical records review the records of a prospective adoptive child before accepting a referral and families are responsible for costs related to this consultation

⁸ Fees associated with extensions or supplemental forms may apply on a case-by-case basis. For more information

(typically \$200 to \$1,000). This cost should be paid directly to the physician conducting the review. In addition, the US Department of State requires a medical exam before issuing the child a visa. Adoptive families should anticipate medical expenses for the initial examination of the adoptive child (typically \$500 - \$800) and for any necessary vaccinations and/or treatment of medical concerns. Fees vary based on country and child's needs. These fees are paid to the US Consulate and other health care entities in the child's country of origin as necessary.

For clients – Clients and all household members are required to get a medical examination as part of the home study process; ongoing requirements for updated medicals may apply based on country and state requirements. Clients in the Colombia program are also required to undergo a psychological evaluation, which may cost approximately \$1,500 (depending on insurance coverage and provider costs). In addition, Spence-Chapin strongly encourages clients to comply with the Center for Disease Control's [recommendations](#) for pre-travel check-ups, vaccinations, etc., which may cause clients to incur additional medical expenses.

4. SPECIAL EXPENSES

In limited circumstances, where permitted, special programs – such as individualized English tutoring, may be available for a prospective adoptive child after referral acceptance. If approved by Spence-Chapin and the foreign provider responsible for the care of the child, any costs associated with special programming will be provided to client families in writing prior to the commencement of such programming and any fees will be paid to foreign provider through Spence-Chapin.

WAYS TO DEFRAID COSTS

Spence-Chapin makes every effort to help reduce financial barriers for families wanting to adopt.

Below is a non-exhaustive list of financial resources Spence-Chapin families have utilized in the past. Inclusion in the list is for informational purposes only and does not indicate endorsement.

**Your Adoption Finance Coach* – Spence-Chapin collaborates with “Your Adoption Finance Coach,” an organization that provides financial resources and coaching to adoptive families. Spence-Chapin’s clients have free access to this service and can find out about it on the Spence-Chapin [website](#) or by contacting an adoption team member at info@spence-chapin.org or 212-360-0300.

**Adoption Tax Credit* (www.adoptiontaxcredit.org) – The adoption tax credit, which can be claimed for eligible adoption-related expenses, has helped thousands of American families offset the high cost of adoption since the credit was established in 1997. The credit applies to all types of adoption (except stepparent adoption), including international, private domestic, and foster care. Speak to your accountant, Your Adoption Finance Coach, or an attorney for more information.

**Employer Adoption Benefits* – A family’s employer may offer adoption funds as a part of their benefits. Please refer to Dave Thomas Foundation for a list of companies providing adoption benefits: <http://www.davethomasfoundation.org> or contact your HR department.

**Helpusadopt.org* – Founded by two adoptive parents, helpusadopt.org provides the opportunity for families to apply for adoption grants for specific costs (i.e. program fees).

**Resources4adoption* (www.resouces4adoption.com) – Provides adoption financing education, information, resources and tools for prospective adoptive families.

FEE POLICIES

INCREASES

Spence-Chapin will not increase any fees paid to Spence-Chapin during the adoption process (i.e. from signing Adoption Agreement to completion of Post-Adoption reporting). Country fees or fees to third parties (such as USCIS), however, may change without notice. In the event that additional fees and expenses are incurred in the country of origin, those fees will only be passed on to the client under the following circumstances:

1. *With notice*: whenever possible, Spence-Chapin will disclose any additional fees and/or fee increases to clients in writing prior to a fee change; or
2. *Without notice*: under very limited and urgent circumstances, such as in a case where a child needs emergency medical services, Spence-Chapin may be required to make a decision as to whether or not to incur costs and expenses on behalf of and for reimbursement by the clients unanticipated expenses. Whenever possible, Spence-Chapin will attempt to give notice and obtain consent for additional costs and expenses before they are incurred. All clients will be required to sign a Notice of Unanticipated Expenses (*Addendum F*) at the beginning of the adoption process, so that in the event of emergency expenses, Spence-Chapin will be prepared to act in accordance with the clients' expectations.

PAYMENT PLANS

Spence-Chapin's Professional Service fee is paid in installments after specific services have been rendered in accordance with the fee schedule, see *Addendum E*. These installments are scheduled to be paid after a service has been rendered; and therefore, alternative payment plans are not available at this time.

REFUNDS

Non-Refundable:

The following fees are non-refundable: Application fee, IAAME fee, and First Installment.

No refunds are available for services that have already been completed.

Services not rendered:

If an identified service is not rendered after payment has been received, clients are entitled to receive a refund for the service. Clients understand, however, that some services, such as counseling, are considered ongoing services and therefore are non-refundable upon commencement rather than completion of the service.

Services disrupted:

If there is a disruption in services, refunds will be given on a pro-rated* basis for services that have not been rendered. No refund is available for services that have already been completed.

Any funds to which clients may be entitled to are refunded within (60) sixty days of the completion of the delivery of services.

Child is no longer available:

If the child identified for adoption is no longer available, any fees already paid to the agency will be applied to a future placement or refunded on a pro-rated basis if the client chooses not to proceed, as per the client's preference.

Change in eligibility:

If a problem arises (e.g. illness, divorce, pregnancy, or loss of job) that affects a client(s)'s ability or eligibility to continue the adoption process, the agency will refund the client on a pro-rated basis for services not yet rendered. No refund will be available for services already completed.

Change in suitability:

Spence-Chapin retains the right to terminate services at its sole discretion at any time in the adoption process upon notice to the client(s). If Spence-Chapin determines that a client(s) is not suitable for adoption in accordance with state or federal guidelines, the client will be notified in writing and fees collected for services not rendered will be refunded on a pro-rated basis. No refund is available for services already rendered.

**See below for explanation of how refunds may be pro-rated.*

Pro-Rated Refund Schedule

\$100 Application Fee

This fee is *non-refundable* regardless of whether the client(s) moves forward to the next phase of the process.

First Installment (\$2,500)

This fee covers the following:

1. Registration review by a multidisciplinary taskforce.
2. Any communications needed with foreign partners such as pre-screening for eligibility etc.
3. Program information webinar/orientation and any follow up questions, consultations, discussions and explanations relating to the Adoption Agreement.
4. Case reporting for monitoring and compliance purposes.
5. A non-refundable \$500 fee required for Spence-Chapin to pay to IAAME.⁹

Because this fee is collected when the Adoption Agreement is signed, items 1, 2 and 3 above will always have been already rendered before this fee is collected and therefore are *non-refundable*. Spence-Chapin's responsibilities of reporting and assurance of case compliance begin when a client(s) executes the Adoption Agreement; therefore item 4 above is *non-refundable*. Item 5 is *non-refundable* in all circumstances because this fee is directly paid to IAAME upon receipt.

⁹ Spence-Chapin is required to pay IAAME this \$500 fee for Monitoring and Oversight of each case.

Second Installment (\$4,500 - \$5,000)

Local Families (\$4,500)

This fee installment covers the following:

1. A two-day in-person training.
2. Individual case service planning, which includes review and execution of a written Service Plan.
3. Document preparation and gathering for home study, including guidance, processing, and review of all required paperwork for local, federal, and foreign governments.

Because this fee is collected upon attendance at the two-day in-person training, there is not a scenario in which a client(s) would have paid for the training and not received that service, so item 1 of this fee is **non-refundable**. Additionally, case service planning and an executed Service Plan will occur in all cases before a client's attendance at in-person training, and therefore again no scenario would exist in which a client has submitted this installment but not received case service planning, so item 2 of this fee is **non-refundable**. If a local client(s) discontinues working with Spence-Chapin after payment of this Second Installment, a pro-rated \$1,500 is refundable from item 3 above, if client(s) has not yet initiated the submission of home study documents.

Networking Families (\$5,000)

This fee installment covers the following:

1. A two-day in person training and parent preparation.
2. Review and approval of designated networking agency, including contract review and negotiations of interagency agreement with networking agency.
3. Case service planning which includes review and execution of a written Service Plan.
4. Communication, conferencing and ongoing case collaboration with Networking Agency; this includes providing the country-specific home study guidelines to the Networking Agency and reviewing those requirements with the Networking Agency.

Because this fee is collected upon attendance at the two-day in-person training, there is not a scenario in which a client(s) would have paid for the training and not received that service, so item 1 of this fee is **non-refundable**. Clients will be welcomed to the two-day in-person training only after the review, approval, and interagency agreement signing with their networking agency; therefore, no scenario would exist in which a client has submitted this installment but not received this service outlined in item 2 above, so this portion of this fee is **non-refundable**. Additionally, case service planning and an executed Service Plan will occur in all cases before a client's attendance at in-person training, and therefore again no scenario would exist in which a client(s) has submitted this installment but not received case service planning, so item 3 of this fee is **non-refundable**. If a networking client discontinues working with Spence-Chapin after payment of this Second Installment but before Spence-Chapin has provided and reviewed country-specific home study guidelines with the Networking Agency, a pro-rated \$1,250 is refundable from item 4 above.

Third Installment for Local Families (\$2,500)

This fee installment covers the cost of home study visits, counseling, and completion of the home study report. This fee is due at the time of the first home study visit. If a client discontinues services after the first home study visit but before the second home study visit a pro-rated \$1,666.67 will be refunded. If a client discontinues services after the second visit but before the

home study report is drafted a pro-rated \$833.33 will be refunded. This fee is ***non-refundable*** once the first draft of the home study report has been written.

Third Installment for Networking Families (\$3,000)

This fee installment covers:

1. Review of networking agency home study (and review of any home study update or addendum completed by the networking agency) by Spence-Chapin's home study taskforce team.
2. Guidance through the I-800A immigration process including review of immigration paperwork, submission to USCIS, and if necessary, assistance with any *Requests for Evidence* issued by USCIS and/or any other issues with the immigration office.
3. Dossier document gathering, review, guidance, and submission to the child's country of origin.

Because this fee is collected at the time of dossier submission, all services outlined in this fee installment will have been rendered before the fee is collected; therefore, this fee is ***non-refundable***.

Fourth Installment for Local Families (\$3,000)

This fee installment covers:

1. Guidance through the I-800A immigration process including review of immigration paperwork, submission to USCIS, and if necessary, assistance with any *Requests for Evidence* issued by USCIS and/or any other issues with the immigration office.
2. Dossier document gathering, review, guidance, and submission to the child's country of origin.
3. Any home study update or addendum needed in connection to the pursuit of the same adoption process in the same country.

Because this fee is collected at the time of dossier submission, all services outlined in this fee installment will have been rendered before the fee is collected; therefore, this fee is ***non-refundable***. Spence-Chapin provides its local families with any needed home study update or addendum throughout their process at no additional fee, therefore no refunds are possible for cases which do not require an update or addendum as no fee was ever collected in relation to the provision of an update or an addendum.

Fourth Installment for Networking Families (\$5,500)

This fee installment covers:

1. Child referral review by an interdisciplinary task force.
2. Information gathering from foreign supervised provider as needed (including any follow-ups).
3. Child-specific training guidance and coaching/counseling as needed.
4. Guidance through I-800 immigration process, including review of immigration paperwork and submission to USCIS.
5. Travel arrangements and preparation.
6. In-country support and coaching as needed.
7. Oversight and support during the post-adoption reporting period, including: ongoing communication with the agency and social worker providing the post-adoption monitoring/reporting, phone/Skype check-ins with Spence-Chapin's International Program Team to provide support around child/family adjustment and around documentation follow-up needs (such as social security cards, Certificates of Citizenship,

etc.), phone/Skype parent coaching sessions (up to five at no additional fee during the period of country-required post-adoption monitoring/reporting) with clinician from Spence-Chapin's Modern Family Center.

If a client(s) withdraws acceptance of referral or if the identified child(ren) is/are no longer available for adoption, this Fifth Installment will be credited to the services rendered in connection to the acceptance of a future referral, provided that the client(s) remains suitable and eligible to adopt and that the client(s) chooses to continue pursuing adoption in a Spence-Chapin International Adoption Program.

In the event client(s) chooses to discontinue the adoption process altogether, this Fifth Installment will be refunded on a pro-rated basis as follows:

1. Because this fee is due at the time of referral acceptance, item 1 above will have been provided before this fee is due and therefore item 1 above is ***non-refundable***.
2. Because this fee is due at the time of referral acceptance, item 2 above will have been provided before this fee is due and therefore item 2 above is ***non-refundable***.
3. Spence-Chapin is committed to providing a family with a child-specific training plan in a timely manner after acceptance of referral. However, if a family withdraws acceptance of a referral before the earlier of having an initial child-specific coaching/counseling session with a Spence-Chapin staff member or before receipt of the child-specific training plan as outlined in a written Child-Specific Training Log item 3 above will be refunded at a rate of \$600. If the client(s) has either had an initial child-specific coaching/counseling session with a Spence-Chapin staff member or has received their child-specific training plan as outlined in a written Child-Specific Training Log then item 3 above is ***non-refundable***.
4. If a family withdraws acceptance of referral before submission of their I-800 paperwork, item 4 above will be refunded at a rate of \$600. If a family withdraws acceptance of referral after submission of their I-800 paperwork, item 4 above is ***non-refundable***.
5. If a family withdraws acceptance of referral after submission of the I-800 paperwork but before a court date is granted in-country, item 5 above is refunded at a rate of \$600. If a family withdraws acceptance of referral after a court date is granted in-country, item 5 above is ***non-refundable***.
6. If a family withdraws acceptance of referral any time before the first (or sole) trip to country, item 6 above is refunded at a rate of \$600. Once a family makes the initial (or sole) trip to country item 6 above is ***non-refundable***.
7. If a family withdraws acceptance of referral any time before finalizing the adoption of a child(ren) in the child(ren)'s country of origin, item 7 above will be refunded at a rate of \$200 per visit required by the country's post-adoption reporting schedule to a maximum refund of \$1,200 for item 7. In cases in which an adoption is completed, Spence-Chapin is committed to ensuring full compliance with post-adoption reporting requirements; therefore, once a client(s) finalizes the adoption of a child(ren) item 7 above is **non-refundable**.

Fifth Installment for Local Families (\$6,000)

This fee installment covers:

1. Child referral review by an interdisciplinary task force.
2. Information gathering from foreign supervised provider as needed (including any follow-ups).
3. Child-specific training guidance and coaching/counseling as needed.

4. Guidance through I-800 immigration process, including review of immigration paperwork and submission to USCIS.
5. Travel arrangements and preparation.
6. In-country support and coaching as needed.
7. Post-adoption monitoring and reporting, as required by the child's country of origin.

If a client(s) withdraws acceptance of referral or if the identified child(ren) is/are no longer available for adoption, this Fifth Installment will be credited to the services rendered in connection to the acceptance of a future referral, provided that the client(s) remains suitable and eligible to adopt and that the client(s) choose to continue pursuing adoption in a Spence-Chapin International Adoption Program.

In the event client(s) chooses to discontinue the adoption process altogether, this Fifth Installment will be refunded on a pro-rated basis as follows:

1. Because this fee is due at the time of referral acceptance, item 1 above will have been provided before this fee is due and therefore item 1 above is ***non-refundable***.
2. Because this fee is due at the time of referral acceptance, item 2 above will have been provided before this fee is due and therefore item 2 above is ***non-refundable***.
3. Spence-Chapin is committed to providing a family with a child-specific training plan in a timely manner after acceptance of referral. However, if a family withdraws acceptance of a referral before the earlier of having an initial child-specific coaching/counseling session with a Spence-Chapin staff member or before receipt of the child-specific training plan as outline in a written Child-Specific Training Log, item 3 above will be refunded at a rate of \$600. If the client(s) has either had an initial child-specific coaching/counseling session with a Spence-Chapin staff member or has received their child-specific training plan as outlined in a written Child-Specific Training Log then item 3 above is ***non-refundable***.
4. If a family withdraws acceptance of referral before submission of their I-800 paperwork, item 4 above will be refunded at a rate of \$600. If a family withdraws acceptance of referral after submission of their I-800 paperwork, item 4 above is ***non-refundable***.
5. If a family withdraws acceptance of referral after submission of the I-800 paperwork but before a court date is granted in-country, item 5 above is refunded at a rate of \$600. If a family withdraws acceptance of referral after a court date is granted in-country, item 5 above is ***non-refundable***.
6. If a family withdraws acceptance of referral any time before the first (or sole) trip to country, item 6 above is refunded at a rate of \$600. Once a family makes the initial (or sole) trip to country item 6 above is ***non-refundable***.
7. If a family withdraws acceptance of referral any time before finalizing the adoption of a child(ren) in the child(ren)'s country of origin, item 7 above will be refunded at a rate of \$200 per visit required by the country's post-adoption reporting schedule to a maximum refund of \$1,200 for item 7. In cases in which an adoption is completed, Spence-Chapin is committed to ensuring post-adoption support to families and ensuring full compliance with post-adoption reporting requirements; therefore, item 7 above is ***non-refundable*** once an adoption is finalized. If during the post-adoption reporting period, a client(s) transfers their post-adoption reporting responsibilities to another agency (due to factors such as moving out of Spence-Chapin's service area), Spence-Chapin will continue to provide on-going support to the client(s) through the post-adoption reporting period, including: ongoing communication with the agency and social worker providing the post-adoption monitoring/reporting, phone/Skype check-ins with Spence-Chapin's International Program Team to provide support around child/family adjustment and

around documentation follow-up needs (such as social security cards, Certificates of Citizenship, etc.), phone/Skype parent coaching sessions (up to five at no additional fee during the period of country-required post-adoption monitoring/reporting) with clinician from Spence-Chapin's Modern Family Center.



INTERNATIONAL ADOPTION PROFESSIONAL SERVICES FEES
COLOMBIA HERITAGE PROGRAM
(Addendum B)

The total professional services fee to Spence-Chapin for **local families** will be \$16,250

- \$2,500 paid at the signing of Adoption Agreement*
- \$4,000 paid at the time of in-person training
- \$2,500 paid at the time of the first home study visit
- \$1,500 paid at time of dossier submission
- \$5,750 paid at time of acceptance of referral

The total professional services fee to Spence-Chapin for **networking families** will be \$13,750

- \$2,500 paid at the signing of the Adoption Agreement*
- \$4,500 paid at the time of in-person training
- \$1,500 paid at the time of dossier submission
- \$5,250 paid at acceptance of referral

Please note, fees differ for Colombia Heritage clients due to the rules and regulations of Colombia's Central Authority, Instituto Colombiano de Bienestar Familiar ("ICBF").

* \$500 of the initial \$2,500 fee installment covers the cost of monitoring and oversight by Spence-Chapin's accrediting entity, IAAME, and as such, this \$500 is non-refundable.

Pro-Rated Refund Schedule

Administrative services, such as document review and submission, are not mentioned below since Colombia Heritage families are not charged for these services per ICBF regulation.

\$100 Application Fee

This fee is **non-refundable** regardless of whether the client(s) moves forward to the next phase of the process.

First Installment (\$2,500)

This fee covers the following:

1. Registration review by a multidisciplinary taskforce.
2. Any communications needed with foreign partners such as pre-screening for eligibility etc.
3. Program information webinar/orientation and any follow up questions, consultations, discussions and explanations relating to the Adoption Agreement.
4. Case reporting for monitoring and compliance purposes.
5. A non-refundable \$500 fee Spence-Chapin is required to pay to IAAME.¹

Because this fee is collected when the Adoption Agreement is signed, items 1, 2 and 3 above will always have been already rendered before this fee is collected and therefore are **non-refundable**. Spence-Chapin's responsibilities of reporting and assurance of case compliance begin when a client(s) executes the Adoption Agreement; therefore item 4 above is **non-refundable**. Item 5 is **non-refundable** in all circumstances because this fee is directly paid to IAAME upon receipt.

Second Installment (\$4,000 - \$4,500)

Local Families (\$4,000)

This fee installment covers the following:

1. A two-day in-person training.
2. Individual case service planning, which includes review and execution of a written Service Plan.
3. Guidance for all required paperwork for local, federal, and foreign governments.

Because this fee is collected upon attendance at the two-day in-person training, there is not a scenario in which a client(s) would have paid for the training and not received that service, so item 1 of this fee is **non-refundable**. Additionally, case service planning and an executed Service Plan will occur in all cases before a client's attendance at in-person training, and therefore again no scenario would exist in which a client has submitted this installment but not received case service planning, so item 2 of this fee is **non-refundable**. If a local client(s) discontinues working with Spence-Chapin after payment of this Second Installment, a pro-rated \$1,000 is refundable from item 3 above, if client(s) has not yet initiated the submission of home study documents.

¹ Spence-Chapin is required to pay IAAME this \$500 fee for Monitoring and Oversight of each case.

Networking Families (\$4,500)

This fee installment covers the following:

1. A two-day in person training and parent preparation.
2. Review and approval of designated networking agency, including contract review and negotiations of interagency agreement with networking agency.
3. Case service planning which includes review and execution of a written Service Plan.
4. Communication, conferencing and ongoing case collaboration with Networking Agency; this includes providing the country-specific home study guidelines to the Networking Agency and reviewing those requirements with the Networking Agency and ongoing guidance with required paperwork, if applicable.

Because this fee is collected upon attendance at the two-day in-person training, there is not a scenario in which a client(s) would have paid for the training and not received that service, so item 1 of this fee is **non-refundable**. Clients will be welcomed to the two-day in-person training only after the review, approval, and interagency agreement signing with their networking agency; therefore, no scenario would exist in which a client has submitted this installment but not received this service outlined in item 2 above, so this portion of this fee is **non-refundable**. Additionally, case service planning and an executed Service Plan will occur in all cases before a client's attendance at in-person training, and therefore again no scenario would exist in which a client(s) has submitted this installment but not received case service planning, so item 3 of this fee is **non-refundable**. If a networking client discontinues working with Spence-Chapin after payment of this Second Installment but before Spence-Chapin has provided and reviewed country-specific home study guidelines with the Networking Agency, a pro-rated \$750 is refundable from item 4 above.

Third Installment for Local Families (\$2,500)

This fee installment covers the cost of home study visits, counseling, and completion of the home study report. This fee is due at the time of the first home study visit. If a client discontinues services after the first home study visit but before the second home study visit a pro-rated \$1,666.67 will be refunded. If a client discontinues services after the second visit but before the home study report is drafted a pro-rated \$833.33 will be refunded. This fee is **non-refundable** once the first draft of the home study report has been written.

Third Installment for Networking Families (\$1,500)

This fee installment covers:

1. Review of networking agency home study (and review of any home study update or addendum completed by the networking agency) by Spence-Chapin's home study taskforce team.
2. Guidance through the I-800A immigration process including if necessary, assistance with any *Requests for Evidence* issued by USCIS and/or any other issues with the immigration office.

Because this fee is collected at the time of dossier submission, all services outlined in this fee installment will have been rendered before the fee is collected; therefore, this fee is **non-refundable**.

Fourth Installment for Local Families (\$1,500)

This fee installment covers:

1. Guidance through the I-800A immigration process including if necessary, assistance with any *Requests for Evidence* issued by USCIS and/or any other issues with the immigration office.
2. Any home study update or addendum needed in connection to the pursuit of the same adoption process in the same country.

Because this fee is collected at the time of dossier submission, all services outlined in this fee installment will have been rendered before the fee is collected; therefore, this fee is ***non-refundable***. Spence-Chapin provides its local families with any needed home study update or addendum throughout their process at no additional fee; therefore no refunds are possible for cases which do not require an update or addendum as no fee was ever collected in relation to the provision of an update or an addendum.

Fourth Installment for Networking Families (\$5,250)

This fee installment covers:

1. Child referral review by an interdisciplinary task force.
2. Information gathering from foreign supervised provider as needed (including any follow-ups).
3. Child-specific training guidance and coaching/counseling as needed.
4. Guidance through I-800 immigration process.
5. Travel arrangements and preparation.
6. In-country support and coaching as needed.
7. Oversight and support during the post-adoption reporting period, including: ongoing communication with the agency and social worker providing the post-adoption monitoring/reporting, phone/Skype check-ins with Spence-Chapin's International Program Team to provide support around child/family adjustment and around documentation follow-up needs (such as social security cards, Certificates of Citizenship, etc.), phone/Skype parent coaching sessions (up to five at no additional fee during the period of country-required post-adoption monitoring/reporting) with clinician from Spence-Chapin's Modern Family Center.

If a client(s) withdraws acceptance of referral or if the identified child(ren) is/are no longer available for adoption, this Fifth Installment will be credited to the services rendered in connection to the acceptance of a future referral, provided that the client(s) remains suitable and eligible to adopt and that the client(s) chooses to continue pursuing adoption in a Spence-Chapin International Adoption Program.

In the event client(s) chooses to discontinue the adoption process altogether, this Fifth Installment will be refunded on a pro-rated basis as follows:

1. Because this fee is due at the time of referral acceptance, item 1 above will have been provided before this fee is due and therefore item 1 above is ***non-refundable***.
2. Because this fee is due at the time of referral acceptance, item 2 above will have been provided before this fee is due and therefore item 2 above is ***non-refundable***.

3. Spence-Chapin is committed to providing a family with a child-specific training plan in a timely manner after acceptance of referral. However, if a family withdraws acceptance of a referral before the earlier of having an initial child-specific coaching/counseling session with a Spence-Chapin staff member or before receipt of the child-specific training plan as outlined in a written Child-Specific Training Log item 3 above will be refunded at a rate of \$600. If the client(s) has either had an initial child-specific coaching/counseling session with a Spence-Chapin staff member or has received their child-specific training plan as outlined in a written Child-Specific Training Log then item 3 above is ***non-refundable***.
4. If a family withdraws acceptance of referral before submission of their I-800 paperwork, item 4 above will be refunded at a rate of \$600. If a family withdraws acceptance of referral after submission of their I-800 paperwork, item 4 above is ***non-refundable***.
5. If a family withdraws acceptance of referral after submission of the I-800 paperwork but before a court date is granted in-country, item 5 above is refunded at a rate of \$600. If a family withdraws acceptance of referral after a court date is granted in-country, item 5 above is ***non-refundable***.
6. If a family withdraws acceptance of referral any time before the first (or sole) trip to country, item 6 above is refunded at a rate of \$600. Once a family makes the initial (or sole) trip to country item 6 above is ***non-refundable***.
7. If a family withdraws acceptance of referral any time before finalizing the adoption of a child(ren) in the child(ren)'s birth country, item 7 above will be refunded at a rate of \$200 per visit required by the country's post-adoption reporting schedule to a maximum refund of \$1,200 for item 7. In cases in which an adoption is completed, Spence-Chapin is committed to ensuring full compliance with post-adoption reporting requirements; therefore, once a client(s) finalizes the adoption of a child(ren) item 7 above is **non-refundable**.

Fifth Installment for Local Families (\$5,750)

This fee installment covers:

1. Child referral review by an interdisciplinary task force.
2. Information gathering from foreign supervised provider as needed (including any follow-ups).
3. Child-specific training guidance and coaching/counseling as needed.
4. Guidance through I-800 immigration process.
5. Travel arrangements and preparation.
6. In-country support and coaching as needed.
7. Post-adoption monitoring and reporting, as required by the foreign country.

If a client(s) withdraws acceptance of referral or if the identified child(ren) is/are no longer available for adoption, this Fifth Installment will be credited to the services rendered in connection to the acceptance of a future referral, provided that the client(s) remains suitable and eligible to adopt and that the client(s) choose to continue pursuing adoption in a Spence-Chapin International Adoption Program.

In the event client(s) chooses to discontinue the adoption process altogether, this Fifth Installment will be refunded on a pro-rated basis as follows:

1. Because this fee is due at the time of referral acceptance, item 1 above will have been provided before this fee is due and therefore item 1 above is ***non-refundable***.
2. Because this fee is due at the time of referral acceptance, item 2 above will have been provided before this fee is due and therefore item 2 above is ***non-refundable***.
3. Spence-Chapin is committed to providing a family with a child-specific training plan in a timely manner after acceptance of referral. However, if a family withdraws acceptance of a referral before the earlier of having an initial child-specific coaching/counseling session with a Spence-Chapin staff member or before receipt of the child-specific training plan as outline in a written Child-Specific Training Log, item 3 above will be refunded at a rate of \$600. If the client(s) has either had an initial child-specific coaching/counseling session with a Spence-Chapin staff member or has received their child-specific training plan as outlined in a written Child-Specific Training Log then item 3 above is ***non-refundable***.
4. If a family withdraws acceptance of referral before submission of their I-800 paperwork, item 4 above will be refunded at a rate of \$600. If a family withdraws acceptance of referral after submission of their I-800 paperwork, item 4 above is ***non-refundable***.
5. If a family withdraws acceptance of referral after submission of the I-800 paperwork but before a court date is granted in-country, item 5 above is refunded at a rate of \$600. If a family withdraws acceptance of referral after a court date is granted in-country, item 5 above is ***non-refundable***.
6. If a family withdraws acceptance of referral any time before the first (or sole) trip to country, item 6 above is refunded at a rate of \$600. Once a family makes the initial (or sole) trip to country item 6 above is ***non-refundable***.
7. If a family withdraws acceptance of referral any time before finalizing the adoption of a child(ren) in the child(ren)'s birth country, item 7 above will be refunded at a rate of \$200 per visit required by the country's post-adoption reporting schedule to a maximum refund of \$1,200 for item 7. In cases in which an adoption is completed, Spence-Chapin is committed to ensuring post-adoption support to families and ensuring full compliance with post-adoption reporting requirements; therefore, item 7 above is ***non-refundable*** once an adoption is finalized. If during the post-adoption reporting period, a client(s) transfers their post-adoption reporting responsibilities to another agency (due to factors such as moving out of Spence-Chapin's service area), Spence-Chapin will continue to provide on-going support to the client(s) through the post-adoption reporting period, including: ongoing communication with the agency and social worker providing the post-adoption monitoring/reporting, phone/Skype check-ins with Spence-Chapin's International Program Team to provide support around child/family adjustment and around documentation follow-up needs (such as social security cards, Certificates of Citizenship, etc.), phone/Skype parent coaching sessions (up to five at no additional fee during the period of country-required post-adoption monitoring/reporting) with clinician from Spence-Chapin's Modern Family Center.



SPENCE-CHAPIN

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Bulgaria Program Expense Breakdown - LOCAL

Service	Details	Fee	Paid To
Spence-Chapin Fees		\$18,600	
Intake/Registration	Due at Application	\$100	Spence-Chapin
Professional Services Fee	Work done by the Spence-Chapin program team on behalf of family's case. Includes but is not limited to Home Study, Parent Preparation and Training, Post-Adoption Reporting, the coordination, review, and submission of documents and the facilitation of the adoption process in conjunction with the overseas provider. This fee also includes the cost of case Monitoring and Oversight by IAAME.	\$18,500	Spence-Chapin
Third Party Fees		\$1,555	
Parent Preparation and Training	Required pre-adoption training during Home Study process: <i>Adoption Learning Partners</i> Hague Package (10 Hours) and Tough Starts Matter Package (5 Hours) or equivalent training as assigned by Spence-Chapin	\$210	Third party training course (typically <i>Adoption Learning Partners</i>)
Immigration Documentation: USCIS Filing (I-800A) and Fingerprinting; Filing (I-800)/Visa Related Fees	Paid to USCIS upon submission of I-800A, I-800A Extensions, and submission of I-800 forms. As of March 2017: the filing fee for the I-800A application is \$775 and the fingerprinting fee for each applicant parent is \$85. Additional USCIS fees may apply.	\$945	USCIS (US Citizenship and Immigration Services)
Document Preparation, Processing & Certification	Paid to third parties when preparing dossier and dossier updates. Total is approximate and varies by state and family composition. Includes, but is not limited to, notarizations, authentications and apostilles.	\$400	Various state and local government entities as appropriate
Bulgaria Program Fees		\$7,050	
Overseas Provider Fees	The total Fee of EUR 5,580 is to be paid in 3 installments: a) EUR 1.730 within 7 days of dossier arriving at Anido's office; b) EUR 1.960 after Clients return to the United States following their first trip to Bulgaria (The first meeting between the prospective Adoptive Parent(s) and the Adoptive Child); c) EUR 1.890 within seven (7) days after ANIDO notifies SPENCE-CHAPIN of the date the adoption finalization. This fee reimburses the representative for all work necessary to manage the process in accordance with US, Bulgaria and Hague requirements. The fee includes but is not limited to fees for translation, assistance with travel, coordination of the adoption process in country and legal representation.	5,580 EUROS	[+] ANIDO
U.S. Consular Fees	U.S. entry visa for child, Consular medical exam, and cost of TB testing, chest x-ray, and child vaccinations, when applicable	\$540	[+] US Consulate
Travel Fees		\$11,000	
Travel Cost**	Paid by family directly to various vendors prior to and during travel. Includes round trip airfares, hotel, food, transportation (approximated and varies according to family's residence, region where child resides and season). Costs for non adoption tourism/activities are not included in this estimate.	\$11,000	Various 3rd party entities (airlines, hotels, restaurants, ground transportation companies, tourist sites, etc.)
ESTIMATED TOTAL COST FOR ADOPTING IN BULGARIA		\$38,205	

[+] Pass-through fee: paid to Spence-Chapin who in turn sends fee to overseas provider ANIDO. ANIDO receives the funds and pays identified entities within Bulgaria. Itemized breakdown available upon request.

**Expenses are estimated based on adoption of one child. Additional fees apply for the adoption of siblings.

The cost breakdown shown above is an estimate provided for planning purposes and is subject to change. Please note that variables such as child's place of residence, and fluctuations in the value of the US dollar will affect projected costs. Translation costs may fluctuate based upon number of updates and length of reports. Clients will be notified of cost adjustments and/or variations in writing.



SPENCE-CHAPIN
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Bulgaria Program Expense Breakdown - NETWORKING

Service	Details	Fee	Paid To
Spence-Chapin Fees		\$16,100	
Intake/Registration	Due at Application	\$100	Spence-Chapin
Professional Services Fee	Work done by the Spence-Chapin program team on behalf of family's case. Includes but is not limited to the coordination, review, and submission of documents and the facilitation of the adoption process in conjunction with the overseas provider. This fee also includes the cost of case Monitoring and Oversight by IAAME.	\$16,000	Spence-Chapin
Other Professional Services (Local Agency) Fees		\$4,950	
Home Study, Parent Preparation and Training and Post-Adoption Reporting	The figure given here is an estimated average of the home study and five post adoption reports.	\$4,950	Family's Local home study and post-adoption agency
Third Party Fees		\$1,555	
Parent Preparation and Training	Required pre-adoption training during Home Study process: <i>Adoption Learning Partners</i> Hague Package (10 Hours) and Tough Starts Matter Package (5 Hours) or equivalent training as assigned by Spence-Chapin	\$210	Third party training course (typically <i>Adoption Learning Partners</i>)
Immigration Documentation: USCIS Filing (I-800A) and Fingerprinting; Filing (I-800)/Visa Related Fees	Paid to USCIS upon submission of I-800A, I-800A Extensions, and submission of I-800 forms. As of March 2017: the filing fee for the I-800A application is \$775 and the fingerprinting fee for each applicant parent is \$85. Additional USCIS fees may apply.	\$945	USCIS (US Citizenship and Immigration Services)
Document Preparation, Processing & Certification	Paid to third parties when preparing dossier and dossier updates. Total is approximate and varies by state and family composition. Includes, but is not limited to, notarizations, authentications and apostilles.	\$400	Various state and local government entities as appropriate
Bulgaria Program Fees		\$7,050	
Overseas Provider Fees	The total Fee of EUR 5,580 is to be paid in 3 installments: a) EUR 1.730 within 7 days of dossier arriving at Anido's office; b) EUR 1.960 after Clients return to the United States following their first trip to Bulgaria (The first meeting between the prospective Adoptive Parent(s) and the Adoptive Child); c) EUR 1.890 within seven (7) days after ANIDO notifies SPENCE-CHAPIN of the date the adoption finalization. This fee reimburses the representative for all work necessary to manage the process in accordance with US, Bulgaria and Hague requirements. The fee includes but is not limited to fees for translation, assistance with travel, coordination of the adoption process in country and legal representation.	5,580 EUROS	[+] ANIDO
U.S. Consular Fees	U.S. entry visa for child, Consular medical exam, and cost of TB testing, chest x-ray, and child vaccinations, when applicable	\$540	[+] US Consulate
Travel Fees		\$12,000	
Travel Cost**	Paid by family directly to various vendors prior to and during travel-both domestic and international. Includes round trip airfares, hotel, food, transportation (approximated and varies according to family's residence, region where child resides and season). Costs for non adoption tourism/activities are not included in this estimate.	\$12,000	Various 3rd party entities (airlines, hotels, restaurants, ground transportation companies, tourist sites, etc.)
ESTIMATED TOTAL COST FOR ADOPTING IN BULGARIA		\$41,655	

[+] Pass-through fee: paid to Spence-Chapin who in turn sends fee to appropriate party. When ANIDO receives pass through funds and it pays identified entities within Bulgaria. Itemized invoice available upon request.

**Expenses are estimated based on adoption of one child. Additional fees apply for the adoption of siblings.

The cost breakdown shown above is an estimate provided for planning purposes and is subject to change. Please note that variables such as child's place of residence, and fluctuations in the value of the US dollar will affect projected costs. Translation costs may fluctuate based upon number of updates and length of reports. Clients will be notified of cost adjustments and/or variations in writing.

SPENCE-CHAPIN
INTERNATIONAL ADOPTION PROGRAM
Acknowledgment of Understanding Fees
(Addendum D)

1. I have received and read the attached (Addendum A) ***Understanding Fees and Expenses*** document and the ***Country- Specific Program Breakdown*** (Addendum C).
2. I understand that in addition to the professional service fees listed in the ***Fee Schedule*** (Addendum E), I may be responsible for additional fees throughout the adoption process, including foreign country fees and third-party expenses.
3. I understand that all fees paid to Spence-Chapin for professional services are for services which have been or will be rendered and that costs incurred cannot be reimbursed once the service is rendered or the cost is incurred.
4. I understand that it is illegal for anyone to pay or promise something for placing a child for adoption in this country and every other country.
5. I have had an opportunity to discuss and ask for clarification of the fees and fee schedule with Spence-Chapin Staff.
6. I understand that although Spence-Chapin will make every effort to notify me, some fees may be subject to change without prior notice.
7. I agree to pay fees on schedule pursuant to the ***Fee Schedule*** (Addendum E).
8. I understand that any form of electronic signature, including signatures via facsimile, scanning, or electronic mail, may substitute for an original signature and shall have the same legal effect as the original signature.

Signature

Date

Signature

Date



SPENCE-CHAPIN

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SPENCE-CHAPIN INTERNATIONAL ADOPTION PROGRAM

*Fee Schedule – Local Families
(Addendum E)*

Client Name(s): _____

Address: _____

Email: _____

Phone: _____

Date Received (Internal use only)	Payment Schedule	Fee
	First Installment of Professional Services Fee* Due upon signing of the Adoption Fee Agreement	\$2,500
	Second Installment of Professional Services Fee Due at time of in-person training	\$4,500
	Third Installment of Professional Services Fee Due at first Home Study visit	\$2,500
	Fourth Installment of Professional Services Fee Due upon dossier submission	\$3,000
	Fifth Installment of Professional Services Fee Due at acceptance of referral	\$6,000

Total Professional Services Fee \$18,500

In addition to the fees listed above, Adoptive Parent(s) may be responsible for additional fees throughout the adoption process. See attached *Understanding Fees and Expenses* (Addendum A), *Acknowledgment of Fee Understanding* (Addendum D), and *Program Expense Breakdown* (Addendum C) for more information.

*** \$500 of the first installment covers costs and fees for cases Monitoring and Oversight by Spence-Chapin's accrediting entity, IAAME. This fee is non-refundable.**

By signing below, you agree to the foregoing fee payment schedule. All signature(s), to the extent delivered by means of a facsimile machine or by .pdf, .tif, .gif, .jpeg or similar attachment to electronic mail will be treated in all manner and respects as an original signature(s).

Client Signature : _____ Date : _____

Client Signature : _____ Date : _____

Rec'vd by Finance Dept : _____ Date : _____

Please remit all payments to:
Spence-Chapin
Attn: Accounting Department
410 East 92nd Street, 3rd Fl.
New York, NY 11105
212-369-0300

SPENCE-CHAPIN
INTERNATIONAL ADOPTION PROGRAM
Fee Schedule – Networking Families
(Addendum E)

Client Name(s): _____

Address: _____

Email: _____

Phone: _____

Date Received (Internal use only)	Payment Schedule	Fee
	First Installment of Professional Services Fee* Due upon signing of the Adoption Fee Agreement	\$2,500
	Second Installment of Professional Services Fee Due at time of in-person training	\$5,000
	Third Installment of Professional Services Fee Due upon Dossier Submission	\$3,000
	Fourth Installment of Professional Services Fee Due at acceptance of referral	\$5,500

Total Professional Services Fee \$16,000

In addition to the fees listed above, Adoptive Parent(s) may be responsible for additional fees throughout the adoption process. See attached *Understanding Fees and Expenses* (Addendum A), *Acknowledgment of Fee Understanding* (Addendum D), and *Program Expense Breakdown* (Addendum C) for more information.

*** \$500 of the first installment covers costs and fees for cases Monitoring and Oversight by Spence-Chapin's accrediting entity, IAAME. This fee is non-refundable.**

By signing below, you agree to the foregoing fee payment schedule. All signature(s), to the extent delivered by means of a facsimile machine or by .pdf, .tif, .gif, .jpeg or similar attachment to electronic mail will be treated in all manner and respects as an original signature(s).

Client Signature : _____ Date : _____

Client Signature : _____ Date : _____

Rec'vd by Finance Dept : _____ Date : _____

Please remit all payments to:
Spence-Chapin
Attn: Accounting Department
410 East 92nd Street, 3rd Fl.
New York, NY 11105
212-369-0300

