

SCHEDULE OF REFUNDS

Refunds will be made by Agency to Client in the following circumstances for the fees and at the percentages indicated. Any refunds requested in writing by the client and approved by the Executive Director will be refunded within 30 days of request.

Circumstance	Refund
Application Fee:	
Cancellation by client after submitting application	Non-Refundable
Agency Processing Fee:	
Cancellation by client within one month after signing of Agency agreement	60% Refundable
Cancellation by client within two months after signing of Agency agreement	40% Refundable
Cancellation by client after two months from signing of Agency agreement	Non-Refundable
Agency Placement Fee:	
Cancellation by client after child referral and before travel approval	40% Refundable
Cancellation by client after travel approval	Non-Refundable
Non-approval of adoptive family by central authority of foreign country	60% Refundable
Foreign Country Application Fee:	
Cancellation by client after submission of dossier to foreign country	Non-Refundable
Foreign Country Processing Fee:	
Cancellation by client after submission of dossier to foreign country and before child referral	Refundable
Cancellation by client after child referral and before travel approval	Refundable
Cancellation by client after travel approval	Non-Refundable
Non-approval of adoptive family by central authority of foreign country	Refundable

Home Study and Post-Placement/Post-Adoption Fees:

Cancellation by client before first social worker visit	90% Refundable
Cancellation by client after first social worker visit	Refundable on a pro-rated basis according to hours accrued by social worker
Cancellation by client after second social worker visit	Non-Refundable
Cancellation by client before first post-placement visit	90% Refundable
Cancellation by client after first post-placement visit	Refundable on a pro-rated basis according to hours accrued by social worker
Cancellation by client after second post-placement visit	Non-Refundable

REFUND NOTE: If a client fails to properly disclose information or in any way puts the Agency and its interests at risk, THE SACRED PORTION CHILDREN'S OUTREACH retains the right to terminate services without providing any refund. If there are special circumstances that require a family to withdraw temporarily or suspend their adoption, THE SACRED PORTION CHILDREN'S OUTREACH will apply 80% of the family's previous paid fees to the reactivated adoption if it takes place within eighteen months of the withdrawal/suspension. If more than six months has elapsed, the family will need to reapply and all fees due the agency will be at the then current rates. The Executive Director has retains the right to assess individual cases and determine refunds for atypical cases.