**CCAI Belize Adoption**

**Fee Policy/Agreement**

**For Families in Colorado**

CCAI is a non-profit 501c (3) charitable organization. Our focus and our passion is on placing children in loving forever families. The purpose of this Fee Policy/Agreement is to outline all CCAI fees to adoptive families throughout the adoption process, our refund policies, and the consequences of non-payment. Your signature below signifies you understand and agree with these policies.

Please note that, in accordance with State and Federal law, as well as our own, strict ethical standards, CCAI does not accept any money or considerations to be received as payment for a child or inducement to release a child. Adoptive families are paying CCAI and other adoption service providers for services; families are not “paying for children.” Additionally, no part of CCAI program fees will be used to fund programs or services that do not pertain to your adoption.

##### CCAI Program Fees

Because families will receive CCAI services over a period of many months during the adoption process, CCAI divides its program fees into two payments - collecting fees only when the family is ready to receive services at each phase.

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| **Payment** | **What Services the Fee Covers** | **Due** |
| First Program Fee$6,000 | Adoption Orientation & Consultation, Child Abuse/Background Check, Adoption Assessment/Home Study, Dossier Assistance/Review, USCIS Filing, Domestic Communication, State- & Hague-Required Adoption and Parent Training, Child-Specific Training & Consultation, Accrediting Entity Monitoring &Oversight, Administration | After application approval |
| Second Program Fee$2,950 | Child Match Preparation & Coordination, Belize Adoption Travel Training, USCIS & Article 5 Hague Processing, International Communication, Child Information Update, Accrediting Entity Monitoring & Oversight, Administration | At dossier submission |
| Third Program Fee$5,000 | Post Placement Report Service/Submission, Post Placement Support & Consultation, Post Adoption Report Service/ Submission, Post Adoption Support & Consultation, Administration | Prior to submission of the I-800 to USCIS |
| Refundable Citizenship Deposit$200 | Refunded upon CCAI’s receipt of a copy of child’s Certificate of Citizenship | Prior to submission of the I-800 to USCIS |
| Refundable Post Placement Deposit of $500 | Refunded when all post placement requirements are satisfactorily completed and CCAI receives all adoption finalization documentation  | Prior to submission of the I-800 to USCIS |

##### Payments, File Closure, Refunds, Reductions, or Changes

* 1. All fees must be paid in full when they are due.
	2. Adoptive families are entitled to request for their adoption file to be closed at any time during the adoption process by submitting a written request, signed by both parents.
	3. Refund Policy and Schedule:

CCAI Program Fee: 50% refundable within 30 calendar days, 30% refundable within 60 calendar days, and 0% refundable after 60 calendar days of receipt of full payment.

\* You may request that all or part of your refund be donated to the Children’s Charity Fund. A tax exempt letter will be provided.

\*\* 90 days following closure of your file, all unclaimed refunds will be transferred to the Children’s Charity Fund and a tax exempt letter will be provided.

* 1. The amount of your CCAI program fees will not change throughout your adoption. However, if during the adoption process you move to a different state or country, amended Fee and Service agreements may be required, possibly including additional service fees and/or deposits. Should additional adoptive, post placement, or post adoptive services be required, additional fees and or deposit may be required. CCAI is not responsible for other non-CCAI service-related adoption fees/costs that may change/fluctuate while the adoptive family is in process.
	2. CCAI is not responsible for adoption related fees and costs paid to other governmental and/or private agencies, such as IAAME, USCIS, Belizean Department of Human Services or other authorities, Belizean orphanage, US Consulates, State Department, travel agencies, etc.

***Initials***

##### Consequences of Non-Payment

After notices at 30 and 60 days, if payment of the first fee is not received within 90 days of application approval,

and no other written payment arrangements have been made; CCAI will close the adoptive family’s file. Adoptive families should inform CCAI if they may not be able to make timely payments, as an alternative payment plan may be possible.

#### Initials

##### Expenses Necessary to Complete Your Adoption

Your initials below indicate that you have reviewed CCAI’s estimated **“Adoption Expense Chronology”** (below) and are aware of the expenses necessary to complete your Belize adoption.

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| **Key** | **Expense** | **Amount** | **Pay to** | **Due** |
| \* | **Application Fee** | **$250 – Personal Check/ACH Withdrawal †** | CCAI | App Submission |
| 1 | IAAME Monitoring & Oversight Fee | $850 per child – Check/ACH Withdrawal † | CCAI (forwarded to IAAME) | After App Approval |
| 2 | Child Abuse Record Search | $35/couple – Check | CDHS | After App Approval |
| 3 | CBI/FBI Fingerprinting | $39.50/person – Money Order/Credit Card | Colorado Bureau of Investigation | After App Approval |
| \* | **1st Program Fee (includes home study)** | **$6,000 – Check/ACH Withdrawal †** | **CCAI** | **After App Approval** |
| 8 | 1st In-Country Fee | $2,030 (wiring fee included)– Check/ACH Withdrawal † | CCAI (wire to Belize) | After App Approval |
| 4 | Lutheran Family Services Rocky Mountains (COState Contractor) | $250 - Check | LFSRM via CCAI | When home study is approved by CCAI |
| 5 | USCIS Filing & Fingerprinting | $775 plus $85 per adult in the home – Check/MoneyOrder | US Department of Homeland Security | When home study is completed |
| 6 | Dossier Preparation | Approx. $250 – Check/Money Order | Secretary of State(s) | As preparing Dossier |
| \* | **2nd Program Fee** | **$2,950 – Check/ACH****Withdrawal †** | **CCAI** | **Submission of****Dossier** |
| \* | **3rd Program Fee** | **$5,000 – Check/ACH****Withdrawal †** | **CCAI** | **Prior to filing I-800** |
| \* | **Citizenship Deposit** | **$200 - Check †** | **CCAI** | **Prior to filing I-800** |
| \* | **Post Placement Deposit** | **$500 - Check †** | **CCAI** | **Prior to filing I-800** |
| 10 | 2nd In-Country Fee | $2,030 (wiring fee included) – Check/ ACH Withdrawal † | CCAI (wire to Belize) | When Provisional Adoption Order is granted |
| 12 | US Domestic &International Airfare | $500 - $800 by coach peradult plus child’s  | A travel agency or airline of your choice | Approximately 4 weeksprior to departure |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | one way ticket – Credit Card |  |  |
| 13 | Room & Board (approx. 2 week stay) | Approx. $1,500 - $3,500 ($100-$250 per night accommodations) plus food $100 -$150/day) – Cash, Credit Card | Hotel(s), Restaurant(s) | In Belize |
| 14 | U.S. Embassy Medical Exam | $155 – Cash, Credit Card | Clinic | In Belmopan, Belize |
| 16 | Child U.S. Entry Visa | $325 – Cash, Credit Card | US Embassy in Belmopan | In Belmopan, Belize |
| 17 | Court Finalization Fee | $167 – Cash, Credit Card | Local County Court | After U.S. return |
| 18 | State Birth Certificate | $37.75 – Cash, Credit Card | CO Vital StatisticsOffice | After U.S. return |
| **TOTAL ESTIMATE: $25,900 – $31,000 for a couple adopting one child** |

Adoption timelines are variable. Due to unpredictable wait times, you may need to re-file your immigration application, which includes a new I-800A form or Supplement 3, re-fingerprinting, and a home study update, along with translation/processing service fees to submit to DHS. The overall cost for each re-filing can be an additional $800 - $2,500.

The “Total” above does not include the refundable $200 citizenship validation deposit or $500 Post Placement deposit.

#### Initials

##### We have read the CCAI Fee Policy/Agreement carefully and understand that it is our responsibility to pay all fees on time in order to receive child placement services from CCAI. We understand that while CCAI’s fees will NOT change throughout our adoption (unless additional adoptive, post placement, or post adoptive services are required by Belize), non-CCAI fees/costs may change/fluctuate while we are in process. We further understand that non-CCAI fees/costs paid throughout this adoption are our responsibility and are not refundable through CCAI should we discontinue the adoption.

**We understand that this Fee Policy/Agreement must be signed, notarized, and returned to CCAI along with the signed/notarized Service Agreement, 1st Program Fee and IAAME fee (payable via ACH bank transfer, check or money order, or wire transfer).**

**We understand that signing this agreement indicates that we acknowledge and agree to pay the fees and costs of our adoption through CCAI.**

Husband’s Printed Name Wife’s Printed Name

Husband’s Signature Wife’s Signature

Date Date

This document has been subscribed and affirmed before me in the County of State of , this day of , 20 . My Commission Expires: / /

Notary’s Signature

Note: This three-page document is not valid unless all pages are initialed/signed and returned to CCAI.

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