

# Payment Policies

Effective 4-26-18

## Fees

The agreed upon fee for a stepparent applicant adoption home study is \$750.

## Payment Methods

Payment is accepted in the form of cash, check, credit card or money order. Please make all checks payable to:

*April Lopez and Associates*

Payments may be sent to: 110 N. I-35 Suite 315 #153, Round Rock, Texas 78681

## Payment Schedule

An initial payment of \$300 is required prior to scheduling the in-home interview. The final portion of the payment (\$450) is due at the time of the home visit. If the attorney is paying the second portion of the payment, an invoice will be sent at the time of the home visit. Payment in full is required prior to providing the family or the attorney with a final, signed copy of the home study. April Lopez, LBSW-IPR will accept payment in full upfront; \$300 is non-refundable.

## Policies

- The initial payment of \$300 is non-refundable.
- Payment does not guarantee a favorable home study. If April Lopez, LBSW-IPR is unable to provide a favorable recommendation based on her professional expertise, the initial deposit is non-refundable and the family will be billed at an hourly rate of \$100 per hour for all time spent on the home study prior to terminating the process.
- If the family withdraws from the home study process after the in-home interview has been completed, the initial deposit is non-refundable and the family will be billed at an hourly rate of \$100 per hour for all time spent documenting the home study prior to terminating the process.
- If the family has not taken additional steps required for completion of the home study within four months of the initial home visit a second home visit will be required with an additional fee of \$500.
- Background checks expire six months from their issuance date and the family will be responsible for any fees associated with obtaining new background checks should they expire prior to the completion of the home study.
- Home study payment will be accepted from the family's attorney, however the family is ultimately responsible for the financial portion of this contract. April Lopez, LBSW-IPR will provide an invoice to the family's attorney at the family's request.
- Court appearances, if needed, are billed separately and are not included in the home study fee.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**April Lopez, LBSW-IPR**

Home Study Specialist

110 N. I-35 Suite 315 #153, Round Rock, Texas 78681

512.761.5166 | april@aprillopezandassociates.org