



Service Agreement

This agreement is entered into by and between Tennessee Adoption Home Study Services, LLC

and: _____ (adoptive applicant(s)).

Both parties understand and agree to the following service provision terms:

Agency Responsibilities

Tennessee Adoption Home Study Services, LLC agrees to:

1. Provide adoption home study services in accordance with Tennessee State Law.
2. Assist families in understanding their range of adoption options.
3. Respect each family's right to choose an adoption plan that aligns with their values and long-term goals.
4. Provide advocacy services when requested.
5. Provide post-placement services upon request for an additional fee; \$300 In person, \$150 virtual per post-placement visit.
6. Deliver the home study in the format required by the adoptive family and/or placing agency.
7. Invoice the family in accordance with the following fee structure:
 - Domestic / International Home Study: \$1,400
 - Domestic / International Update (after 1 year): \$700
 - Re-start Fee (if documentation not submitted within 3 months): \$700 (within first year only)
8. Reserve the right to approve or deny any home study.
9. Request additional documentation or evaluations as needed.
10. Finalize and approve the home study only after receiving all required documentation and clearances.

Adoptive Applicant Responsibilities

The adoptive applicant(s) agree to:

1. Be truthful and complete in the information provided throughout the home study process.
2. Submit all supporting documentation within three (3) months of the initial application. A \$700 restart fee will apply if paperwork is not received within this timeframe.
3. Pay all fees in accordance with the fee structure.
4. Notify the agency director promptly of any concerns, issues, or changes in circumstances.

Refund Policy

Refunds will be issued based on the following structure:

1. A full refund will be provided if written notice of withdrawal is received within 3 business days of the agency's receipt of the application.
2. An \$700 refund will be issued if written notice is received within 10 business days of receipt of the application.

3. No refund will be provided after 10 business days.

4. No refunds are available for home study updates.

*****PLEASE NOTE***** *that the fee covers a professional assessment of your eligibility to adopt and does not guarantee approval. Tennessee Adoption Home Study Services, LLC provides an independent evaluation based on applicable standards and requirements. No refunds will be issued if the outcome of the home study results in a denial.* _____ **(Applicant Initials)**

By signing below, the adoptive applicant(s) acknowledge that they have read, understood, and agree to the terms of this Service Agreement, including the fee and refund structure.

Signature

Date

Name

Signature

Date

Name