





## **Parent with Teen Facilitative Mediation Request**

The fee of \$250.00 per household is due in full prior to scheduling a mediation session.

### **POSTPONING WITHIN TWO WEEKS OF THE SCHEDULED MEDIATION**

1. The party who postpones within 15 days of the scheduled mediation date will pay a rescheduling fee of \$50.00 no later than two weeks after the postponement date.
2. The mediation payments for each party will be credited towards the new session.
3. Parties must agree on and schedule a new session date that is within 60 days of the postponement date.

Rescheduling may result in a delay of two to three weeks.

### **CANCELLATION AND REFUND POLICIES**

When a case is closed prior to being scheduled or a session is cancelled before 15 days of the scheduled mediation date, CDR retains \$100.00 for administrative services. A Service Report will be sent stating the reason that a mediation session was not held.

#### **NON-REFUNDABLE POLICY**

When the mediation is cancelled within 15 days of a scheduled session, the entire fee is nonrefundable. A letter stating the reason for the cancellation will be sent.

**ADDITIONAL SESSIONS:** When an additional session is requested following a completed mediation session full payment will apply for another mediation session.

**INITIATING A NEW CASE:** A new case may be opened at a later date and full payment will apply.