

**TERMS OF BUSINESS & FEES****Fees**

Mediation fees are as set out below (no VAT). Payment by bank transfer is required in advance of the session.

<b>Mediation information and assessment meeting</b>	<b>£100 per person</b>
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Signed court form if required	No charge
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<b>Joint mediation session (90 mins)</b>	<b>£180 per person</b>
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**Documents (as applicable)**

Parenting Plan <i>(child mediation only, optional)</i>	£100 per person
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Schedule of Assets & Liabilities and supporting documents <i>(finance mediation only)</i>	£150 per person
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Summary of Proposals <i>(finance mediation only)</i>	£150 per person
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The above charges include reasonable administrative dealings with you by phone, email, and a mediation record following any joint mediation meeting. Room-hire (for in person mediation) is passed on at cost (split equally between you). Any additional fees (for instance for child inclusive mediation, or attendance of a co-mediator or other professional) will be discussed with you and agreed in writing in advance.

By way of example, a finance mediation in a divorce, involving 5 joint mediation sessions (online, 90 minutes each), that reached agreement and was written up as a Summary of Proposals for a solicitor to draft a binding consent order, would cost £1,300 per person, as follows:

**Per Person**

Assessment meeting	£100
5 x 90 min sessions (5 x 180)	£900
Schedule of Assets & Liabilities	£150
Summary of Proposals	<u>£150</u>
<b>Total</b>	<b>£1,300 per person</b>

**Cancellation policy**

We require 24 hours' notice of cancellation during business hours (so you need to tell us by 3pm on Friday if you wish to reschedule or cancel an appointment at 3pm on Monday). We reserve the right

to charge the person cancelling a minimum of £100 (for an assessment meeting) or £120 (for a joint mediation session), plus any non-refundable third-party fees already incurred by us (e.g. room hire, any share of fees we have had to pay a co-mediator etc.), if you give us less notice than this.

*Legal Aid*

Susanna Long Family Mediation does not provide mediation funded by legal aid. We may be able to mediate your case through another mediation service which has a legal aid contract, by arrangement. As a rough guide, you need to be on Universal Credit, Income Support, Income-based JSA, Income-based ESA or have a family income of less than £2,657 per month gross; and not exceed the capital limit. Please let us know if you think you think you might qualify and would like to be assessed for legal aid.