

ANNEX A : FEE SCHEDULE

Mediation Fees of St. John's Counselling Service (as of 28 Aug 2024)

1. Session Fees (scaled according to financial situation)

Fees Per Hour	HK\$	HK\$	HK\$	HK\$
1 st Individual Session <i>(paid by attending party)</i>	1,250	1,250	1,250	1,250
Individual Sessions <i>(paid by attending party)</i>	1,250	1,500	1,800	1,800
Joint Sessions <i>(apportioned between parties equally)</i>	2,000	2,600	3,000	3,000
If meet following financial criteria	if ↓	if ↓	If ↓	If ↓
The higher of :-				
1. Monthly income * Family <i>(not individual)</i>	< 90K	90K - 150K	> 150K	unknown
or	or	or	or	or
2. Amount in dispute or Total family assets * excluding self-use home	< 10M	10M - 20M	> 20M	unknown

2. Reduced Session Fees for Mediator in Training (if applicable)

- a. \$500 per hour for individual sessions (paid by the attending party) and joint session (apportioned between the parties equally).
- b. Attending mediator is a family mediator in training and accumulating experience required from accreditation at the HK Mediation Accreditation Association Ltd (HKMAAL).
- c. In addition to the mediator in training, the presence of a family mediation supervisor at all mediation sessions for purpose of accreditation at HKMAAL.

3. Additional Fees

- a. Administration Fees: Fees are charged for (i) telecommunications (emailing, telephoning, texting, etc.) with the Parties, and (ii) any administrative purpose which the Mediator may agree with the Parties. This fee is charged at \$300 for time spent \$15 minutes or less. Additional time over 15 minutes are charged at 15 minutes units. The mediator may waived this fee if each event is less than 15 minutes. This fee is payable after completion of the event or upon completion of a mediation session following the event.
- b. Documentation Drafting & Amendment Fees: Fees are charged for drafting of documentations arising out of the mediation at the rate \$1000 per A4 normal font single space page. This fee applies to the initial drafting and any subsequent substantial amendments. "Substantial amendment" means any change other than typing or grammar errors, or change in numbers or dates. This fee is payable upon completion of the draft or amendment.

4. Apportionment of Fees between the parties

- a. Each party is responsible for their Individual Session fees.
- b. The liability to pay for Joint Sessions and Additional Fees are apportioned equally between the parties, or in the manner as they may agree.

5. Cancellation, Rescheduling & Refunds

- a. 24 hours prior written notice is required for any cancellation or rescheduling of any session; failing which full fees are charged to the requesting party (who shall also be responsible for the other parties' share of any joint session fees).
- b. No refund or reduction in fees for meetings ending earlier than the scheduled time duration.