

Payment

The fee for mediation shall be due and payable not less than seven days prior to the mediation session and the Mediator shall have the right to cancel the mediation in the event the full mediation fee has not been received from all participants by that date. Information concerning full payment from all Participants is available through the Mediator's office. The fee for mediation is outlined more fully in our [Fee Schedule](#).

Cancellation

Mediation may be cancelled at any time up to seven days prior to the scheduled mediation session without forfeiture of any portion of the mediator's fee.

When a participant cancels mediation session with less than seven days' notice to the mediator, it becomes exceedingly difficult to refill that session. Short of collecting the full or partial fee for the mediation session, the mediator will generally be left without revenue on that day. Therefore, cancellation of the mediation session within the seven-day period prior to mediation shall result in reimbursement of only $\frac{1}{2}$ of the applicable mediation fee unless the mediator is able to refill the session slot. In the absence of agreement between the parties for the apportionment of refunded fees, the reduced reimbursement will be divided equally among the participant groups.