



## Promise to Apply for OSAP and BSWD

### Regional Assessment and Resource Centre (RARC)

Mackintosh-Corry Hall, Room B100 | 68 University Avenue, Kingston, ON K7L 3N6

P: (613) 533-6311 | F: (613) 533-6564 | E: [rarc@queensu.ca](mailto:rarc@queensu.ca)

**Please complete this form if you are requesting financial assistance for an assessment and have missed the OSAP application deadline, or if the applications are not yet open for the upcoming academic year.**

**To apply for financial assistance when the OSAP application deadline is missed/ applications not yet available:**

1. Complete the RARC Financial Contract form and send to [rarc@queensu.ca](mailto:rarc@queensu.ca) via SecureDocs (**Go to [www.securedocs.ca](http://www.securedocs.ca), and register for a free account to send your documents.**)
2. Send your *Notice of Assessment* (independent students) or your parents' *Notice of Assessment* (dependent students) to [rarc@queensu.ca](mailto:rarc@queensu.ca) via SecureDocs to determine the Sliding Scale fee amount.
3. Provide a post-dated cheque (payable to Queen's University and dated September 30, of the current year) for the full assessment fee (2,400) in case you are fully eligible for OSAP and the BSWD.
4. Provide a post-dated cheque (payable to Queen's University and dated September 30, of the current year) for either the Sliding Scale fee amount, the amount of insurance coverage, or the minimum of \$500 (whichever is greater).
5. **Provide post-dated cheques at first in-person appointment, or mail both cheques to the RARC address displayed at the top of the form.**

I, \_\_\_\_\_, agree to apply for OSAP (Ontario Student Assistance Plan) by August of the current  
Name of Student (Please Print)

calendar year. Furthermore, if I am OSAP eligible, I agree to apply for the BSWD (Bursary for Students with Disabilities) funding program through the Student Accessibility Services office at my post-secondary institution in order to reimburse the Regional Assessment and Resource Centre for the portion of the assessment cost that I did not pay originally.

- Once my OSAP eligibility status is determined, I agree to e-mail RARC at [rarc@queensu.ca](mailto:rarc@queensu.ca) to let them know of my eligibility.
- If I am OSAP eligible, I agree to allow RARC at Queen's University to cash the applicable post-dated cheque provided.
- If I am **not** OSAP eligible, I understand that RARC will cash the applicable cheque provided that corresponds with my eligibility (insurance, sliding scale fee amount or minimum payment of \$500).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Practitioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_